

# **LIS**

## **ADJUSTMENTS**



## **USER GUIDE**

**October 1990**

## **PREFACE**

This User Guide is intended for the use of Federal Aviation Administration (FAA) personnel who have authorized access to the Logistics and Inventory System (LIS).

**IMPLEMENTATION DATE : OCTOBER 1990**

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## 1.0 OVERVIEW

### 1.1 GENERAL DESCRIPTION

Adjustment Processing, a function in the Inventory Management subsystem of the Logistics and Inventory System (LIS), is an online automatic data process (ADP). The Adjustment function features individual data entry screens tailored to each Adjustment transaction. Adjustment Processing allows for the processing of transactions that alter the accountable inventory balances. These alterations may result from :

- cyclic and special inventory counts,
- transfers between category and account codes (e.g. project, aircraft and expendable etc.),
- transfers between conditions of materiel (e.g., serviceable, reparable, etc.).
- transfers between National Stock Numbers (NSN),
- due-in-facility debits and credits,
- due-in-facility purges,
- inventory in-shop credits and debits,
- borrowed and loan credits and debits,
- unit price changes and unit of issue changes.

Because each Adjustment must be approved prior to record update, the system creates a document for signature of the approving authority.

The Adjustment Document is automatically generated when the transaction has passed through the data entry edits. The edited transactions at that point are suspended on the Queue Management file pending approval.

There are three separate processes in the LIS adjustment function:

- data entry process which allows online input of the Adjustment transaction.
- approval process using a system generated Adjustment Document for management signatures.
- Queue Management process which allows the selection and processing of approved Adjustments, Adjustment Exceptions, and information notices.

The Queue Management function also allows for the routing of Adjustment transactions to other organizations within the Logistics Center. The **Queue Management Users Guide** outlines the unique features of the Queue Management.

## 1.2 BENEFITS

FIELD DEFINITIONS are available to the user on all fields requiring data entry.

A TRACKING NUMBER is assigned to every transaction. It is used for tracking and identification. The number is mechanically assigned at the time the transaction processes or attempts to process. The TRANSACTION TRACKING NUMBER will be displayed in the FAST-PATH window.

Access to functions is controlled by security level. Each user is assigned the appropriate security level to perform required tasks. Unauthorized users will be restricted from accessing certain functions.

Electronic Exceptions Notices are mechanically routed to the appropriate Item Manager. Correction and reprocessing is accomplished via Queue Management. This process replaces the hard copy exception notice in the National Supply System (NS) which is not adequately controlled.

All issue, Receipt, Adjustment, and File Maintenance transactions processed in the LIS will build transaction history records. The LIS provides the user the ability to inquire and review up to five years of transaction history online, with an option to print reports for specified periods.

### 1.3 ADJUSTMENT VOUCHER NUMBERS

VOUCHER NUMBERS are mechanically assigned for all Adjustment transactions. However, VOUCHER NUMBERS for Cyclic and Special Inventory Adjustment transactions (T/C 10,11,25,26 and 28) can include the INVENTORY LOT NUMBER, if the LOT NUMBER is input. The Adjustment VOUCHER NUMBER appears in the FAST-PATH window and on LIS/Adjustment Documents below the TRANSACTION TRACKING NUMBER.

### 1.4 SECURITY LEVELS FOR ADJUSTMENT PROCESSING

The Adjustment function, requires security levels to maintain the integrity of the process.

Unauthorized users attempting this function will receive an error message, INVALID OPTION FOR YOUR SECURITY LEVEL, which will be displayed in the UPPER left corner of the screen:

INVALID OPTION FOR YOUR SECURITY LEVEL

The required security levels and their definitions are as follows:

**LEVEL 3 - AML - 600 ITEM MANAGERS AND EQUIPMENT SPECIALISTS**

Inquiry capability into all of the LIS Databases and Tables. This security level has access with update capability to Issues, Adjustments, File Maintenance (except Warehouse Location File Maintenance), Due-ins, Procurement, and Queue Management. This security level does not have access to Receipts. This security level allows for approval of Purchase Requests subject to approval authority.

**LEVEL 4 - AML - 600 MANAGEMENT**

Inquiry capability into all of the LIS Databases and Tables. This security level has access with update capability to Issues, Adjustments, File Maintenance (except Warehouse Location File Maintenance), Due-ins Procurement, and Queue Management and limited update capability into procurement tables. This security level does not have access to Receipts. This security level allows for approval of Purchase Requests subject to approval authority.

**LEVEL 5 - AML - 600 CONTROL GROUP (AML - 610)**

Inquiry capability into all of the LIS databases and tables with full update capability into all Procurement databases and tables. This security level has access with update capability to Issues, Adjustments, File Maintenance (except Warehouse Location File Maintenance), Due-Ins, Procurement and Queue Management. This security level does not have access to Receipts.



This security level allows for approval of purchase requests subject to approval authority.

**LEVEL 6 - AML - 320 RECORD AUDIT AND UPDATE UNIT SUPERVISOR,  
SUPPLY CLERKS, AND SUPPLY TECHNICIANS:**

Inquiry capability into all of the LIS Databases and Tables. This security level has full update capability for Receipts and access to Queue Management for Receipts. This security level can enter and process Issues, enter Adjustments, and has full update capability of shipping information. This security level does not have access to Procurement or Due-ins. This security level has access to File Maintenance for maintaining warehouse locations.

**LEVEL A - INVENTORY MONITOR (AML - 610):**

Inquiry capability into all of the LIS Databases and Tables. This security level has access to Queue Management for processing Cycle Inventory Thaws (03T) and Adjustments (10, 11, 25, 26 and 28).

## 1.5 STANDARD NOTATION FOR INPUT FROM THE KEYBOARD

Throughout the LIS USER GUIDE, the following conventions will be used consistently to indicate user keyboard entry

### EXAMPLE:

When the user sees	It represents...	Example...
<b>[ ] (square brackets)</b>	a specified key that should be pressed.	<b>[ENTER]</b>
<b>&lt; &gt;(greater than / less than)</b>	the data to be in put	<b>&lt;99&gt; &lt;01&gt;</b>
ALL CAPITAL LETTERS	a data or field name	TRANSACTION CODE CONTROL NUMBER
<b>BOLD CAPS</b>	information from the actual screen	<b>&lt;99&gt;-TO CANCEL OR RETURN TO LIS MAIN MENU</b>
Press	instructions to depress a key or keys	Press [ENTER]
Input	instructions to type the specified input	input option NUMBER <2>
NOTE:	important information	NOTE: Set printer or 132 column output
<b>[key note]-[key note]</b>	combos of keys to Press together	Hold the first key down, press the second

## 2.0 LOGGING ON THE LIS

```

      FFFFFFFF  AAAAAA  AAAAAA  NNN      NNN  EEEEEEEEE  TTTTTTTTTT
      FFFFFFFF  AAAAAAAA  AAAAAAAA  NNNN      NNN  EEEEEEEEE  TTTTTTTTTT
      FFF      AAA  AAA  AAA  AAA  NNNNN      NNN  EEE      TTT
      FFFFFFFF  AAAAAAAA  AAAAAAAA  NNN  NN  NNN  EEEEEEEEE  TTT
      FFFFFFFF  AAAAAAAA  AAAAAAAA  NNN  NN  NNN  EEEEEEEEE  TTT
      FFF      AAA  AAA  AAA  AAA  NNN      NNNNN  EEE      TTT
      FFF      AAA  AAA  AAA  AAA  NNN      NNNN  EEEEEEEEE  TTT
      FFF      AAA  AAA  AAA  AAA  NNN      NNN  EEEEEEEEE  TTT  PX 3.5

```

WARNING: UNAUTHORIZED ACCESS IS CONSIDERED A CRIMINAL ACT.  
SECTIONS 641 AND 1030 OF TITLE 18 USC.

```

*****
*          LEASE ENTER REQUESTED ACCESS INFORMATION.          *
* LOGON-ID :LGACXXX      HOST:      P210      DATE :10/16/95      *
* PASSWORD :*****      TERMINAL-ID :LG03LU64      TIME :07:34:42      *
* NEW PASSWORD:      TRANSFER:      MODEL :3292-2A      *
*          HELP : (405) 954-3000 *
*****

```

\*\*\* PRODUCTION TPX ON SYSTEM P210 \*\*\*

FOR HELP DESK DIRECTORY SELECT "HELP DESK" APPLICATION FROM YOUR MENU  
PF1 = HELP PF3 = LOGOFF

FIGURE 1

Input USER ID CODE at the USER field. [TAB] to PASSWORD, and input the assigned PASSWORD. Press **[ENTER]**. Log-on to the LIS is complete. The next screen displayed will be **FAA LOGISTICS AND INVENTORY SYSTEM, MAIN SYSTEM MENU - LIS010** (Pg. 9).

## 2.1 THE LIS MAIN SYSTEM MENU - LIS010

```
10/03/90                FAA LOGISTICS AND INVENTORY SYSTEM                LIS010
                        ** MAIN SYSTEM MENU **

      LIS STAFF HOT-LINE NUMBERS:   FTS: 747-3447   COMM: 405 680-3447

1-PROJECT MATERIEL PRODUCTION SYSTEM      2-NAME/ADDRESS RECORD CHANGE
3-UTILIZATION SCREENING & DISPOSITION      4-ENGINEERING DATABASE
5-CATALOGING                             6-CUSTOMER SERVICE EVALUATION
7-PROCUREMENT SYSTEM                      8-MANAGEMENT INFORMATION SYSTEM
9-ON-LINE REQUISITIONING                  10-MAIL/CONNECT
11-INVENTORY MANAGEMENT

                                           99-LOGOFF

                        ENTER OPTION: 11
```

**FIGURE 2**

After logging onto the Logistics and Inventory System (LIS), the user will reach the **LIS MAIN SYSTEM MENU - LIS010**. Here the user decides which LIS application to access.

Each LIS MAIN MENU is tailored to fit the application needs of the user; therefore, the number of the **OPTION** corresponding to the application will differ from user to user. In the above example, **OPTION <5>** is for **INVENTORY MANAGEMENT**.

To access Adjustments, input **<5>** at **ENTER OPTION**. Press **[ENTER]** and the **INVENTORY MANAGEMENT MAIN MENU - INV001**, (Pg. 10) will be displayed.

## 2.2 INVENTORY MANAGEMENT MAIN MENU - INV001

10/03/90	LIS / INVENTORY MANAGEMENT	INV001
** MAIN MENU **		
1 - ISSUES MENU		
2 - RECEIPTS MENU		
3 - ADJUSTMENTS MENU		
4 - FILE MAINTENANCE MENU		
5 - QUEUE MANAGEMENT MENU		
6 - INQUIRIES MENU		
7 - ESTABLISH ADVANCE DUE-IN / DUE-IN MENU		
8 - AUTOMATED PROCUREMENT MENU		
9 - WAREHOUSE LOCATOR LABEL		
99 - EXIT TO LIS MAIN MENU		
ENTER OPTION		
TRANS-CD/MOD : ____ _		
NSN/SUFFIX : _____		
VOUCHER-NBR : _____		
CONTROL-NBR : _____		

**FIGURE 3**

From this menu, the user can access the applicable functions within authorized security level by selecting the option number, or by using FAST-PATH. See **INVENTORY MANAGEMENT MAIN MENU - INV001** (Pg. 11) USING FAST - PATH. To access the Adjustment function, the user will input option <3>. Press **[ENTER]** and the **ADJUSTMENT PROCESSING SELECTION MENU - ADJ001** (Pg. 13) will be displayed.

## 2.3 INVENTORY MANAGEMENT MAIN MENU - INV001 USING FAST-PATH

10/30/90	LIS / INVENTORY MANAGEMENT	INV001
** MAIN MENU **		
1 - ISSUES MENU		
2 - RECEIPTS MENU		
3 - ADJUSTMENTS MENU		
4 - FIELD/FILE MAINTENANCE MENU		
5 - QUEUE MANAGEMENT MENU		
6 - INQUIRIES MENU		
7 - ESTABLISH ADVANCE DUE-IN/DUE-IN MENU		
8 - AUTOMATED PROCUREMENT MENU		
9 - WAREHOUSE LOCATOR LABELS		
99 - EXIT TO LIS MAIN MENU		
ENTER OPTION: ____		
TRANS-CD/MOD : 10 _		
NSN/SUFFIX : 5985 01 217 3162 _		
VOUCHER-NBR: _____		
CONTROL-NBR: _____		

**FIGURE 4**

The user may also select to use the FAST-PATH feature. The FAST-PATH feature is located in the area below the ENTER OPTION field on this menu. This feature is designed to give direct access to other processing screens or functions without having to exit to a selection menu.

**NOTE** : The OPTION NUMBER is not required when using the FAST-PATH feature. The TRANSACTION CODE dictates the function to access.

For Adjustment Processing, only the TRANSACTION CODE and MODIFIER, if applicable, are required to access a process screen. Input a TRANS-CD/MOD. Press **[ENTER]**. The example shown in **INV001**, (Pg. 11) will take the user directly to the **CYCLE AND SPECIAL INVENTORY DEBIT/CREDIT - ADJ010**, (Pg. 15) data entry screen

For further instruction on FAST-PATH, variants, see **FAST-PATH FEATURE - ADJ010**, (Pg. 18).

**NOTE** : The cursor will move to the next data field when all positions are input. When the cursor does not advance to the next data field, the user can move between data fields by pressing [TAB].

**NOTE** : FIELD DEFINITION is a feature of this function. This feature is useful if the user is unfamiliar with a data field. The user will input a question mark <?> in the display. Press **[ENTER]** again and the screen will return to continue processing. See **FIELD DEFINITION EXAMPLE - ADJ018**, (Pg. 85).

### 3.0 ADJUSTMENT PROCESSING SELECTION MENU

10/30/90	LIS/ADJUSTMENT PROCESSING	ADJ001
** SELECTION MENU **		
<u>PHYSICAL/INVENTORY</u>		<u>SUPPROT INVENTORY</u>
1 - CYCLE DEBIT (T/C 10)	10 - FACILITY DUE-IN DEBIT (T/C 12)	
2 - CYCLE CREDIT (T/C 25)	11 - FACILITY DUE-IN CREDIT (T/C 27)	
3 - SPECIAL DEBBIT (T/C 11)	12 - INVENTORY IN SHOP DEBIT (T/C 13)	
4 - SPECIAL CREDIT (T/C 26)	13 - INVENTORY IN SHOP CREDIT (T/C 28)	
	14 - LOANED DEBIT (T/C 14)	
	15 - LOANED CREDIT (T/C 29)	
	16 - BORROWED DEBIT (T/C 15)	
	17 - BORROWED CREDIT (T/C 30)	
<u>TRANSFER</u>		
5 - CATEGORY/ACCT (T/C 18)		
6 - CONDITION (T/C 19)		
7 - NSN (T/C 19A)	<u>MISCELLANEOUS</u>	
8 - PURGE DIF (FAA) (T/C 82)	18 - UNIT PRICE CHANGE (T/C 31)	
9 - PRUGE DIF (DOD) (T/C 83)	19 - UNIT OF ISSUE CHANGE (T/C 20)	
99-EXIT TO LIS INVENTORY MANAGEMENT MAIN MENU		
ENTER OPTION : <u>1</u>		

FIGURE 5

The **ADJUSTMENT PROCESSING SELECTION MENU** - ADJ001, shown in Figure 5, allows the user to select data entry screens for Physical Inventory, Transfer, Support Inventory and miscellaneous Adjustments.



Each OPTION is identified to a specific TRANSACTION CODE (T/C). Input OPTION CODE in the ENTER OPTION field and press **[ENTER]**.

If the user chooses to disregard the data and exit this screen before processing the transaction, this OPTION is available.

OPTION <99> **EXIT TO LIS INVENTORY MANAGEMENT MAIN MENU - INV001**, (Pg. 11).

**NOTE** : If your printer has a narrow carriage, set printer for compressed output.

### 3.1 PHYSICAL/INVENTORY - ADJ010 --T/C 10 - CYCLIC DEBIT --T/C 25 - CYCLIC CREDIT -- T/C 11 - SPECIAL DEBIT -- T/C 26 - SPECIAL CREDIT SPECIAL INVENTORY DEBIT/CREDIT SCREEN - ADJ010

```
10/30/90                LIS/ADJUSTMENT PROCESSING                ADJ010
      ** CYCLIC INVENTORY (10-DEBIT, 25-CREDIT) **
      ** SPECIAL INVENTORY (11-DEBIT, 28-CREDIT) **
T/C :10 MOD :_          NSN :6660 01 130 8590          QTY :4_____
                        COND-CD :S                      U/I :EA
VOUCHER-NBR : (FOR REVERSAL ONLY) :_____ INV-LOT-NBR :C001
EXPLANATION:  A EXPLANATION AS TO THE CIRCUMSTANCES REGARDING THE_____
                PROCESSING OF THIS ADJUSTMENT CAN BE PLACED IN THIS AREA.
                THE EXPLANATION CAN BE 4 LINES, 50 CHARACTERS PER_____
                LINE._____
                PRESS ENTER TO PROCESS TRANSACTION OR
                ENTER OPTION: ____
                1-SELECT FAST PATH EXIT
                9-EXIT TO ADJUSTMENT MAIN MENU
                99-EXIT TO INVENTORY MANAGEMENT MAIN MENU
```

FIGURE 6

When the user selects OPTION <1>, <2>, <3>, or <4>, from the **ADJUSTMENT SELECTION MENU - ADJ001**, (Pg. 13). the program displays the screen shown above, and the applicable TRANSACTION CODE 10, 25, 11, or 26, for processing a **CYCLIC** or **SPECIAL INVENTORY ADJUSTMENT**.

Reversal transactions are permitted by using the TRANSACTION CODE MODIFIER of <R>. Reversal transactions must include the VOUCHER NUMBER of the original transaction. All required data must be entered or an error message will appear on the top left of the screen.

See **ERROR MESSAGES EXAMPLE** - INV001, (Pg. 81).

The EXPLANATION field allows four lines (50 characters per line) of text for entering a reason or justification for the Adjustment. This field wraps text. To avoid the splitting of words, use [F9] or [TAB] to move to the next line.

**NOTE** : If the user chooses to disregard the data and exit this screen before processing the transaction, the following options are available. Input OPTION NUMBER and press **[ENTER]**.

OPTION < 1 > **SELECT FAST PATH EXIT** and proceed to another transaction or function.

OPTION <9 > **EXIT TO ADJUSTMENT MAIN MENU** - ADJ001 (Pg. 13).

OPTION < 99> **EXIT TO LIS INVENTORY MANAGEMENT MAIN MENU**  
- INV001 (Pg. 10).

**NOTE** : If printer has a narrow carriage, set printer for compressed output.

After all required data is input, press **[ENTER]**. If no errors are encountered from data entry, the **LIS / Adjustment Document -LGJ310**, (Pg. 23) is generated and the FAST-PATH window appears stating:

**TRANSACTION PLACED ON QUEUE PENDING APPROVAL**

The **LIS/Adjustment Document - LGJ310**, shown in Figure 9, (Pg. 23), is generated automatically. If print fails, refer to **REPRINT OF LIS / ADJUSTMENT DOCUMENT - QUE001** (Pg. 87).

The **LIS/Adjustment Document** requires management approval. After approval, the user needs to proceed to the Queue Management function for further processing. Refer to the **QUEUE MANAGEMENT USER GUIDE** .

### 3.2 THE FAST-PATH FEATURE

```
0/03/90                LIS/ADJUSTMENT PROCESSING                ADJ010
      ** CYCLIC INVENTORY (10-DEBIT, 25-CREDIT) **
      ** SPECIAL INVENTORY (11-DEBIT, 26 CREDIT) **

T/C :10 MOD :__      NSN :6660 01 130 8590      QTY :4__
                        CON-CD :S                  U/I :EA

SELECT NEXT TRANS-CODE OR SELECT FAST PATH EXIT

TRACKING-NBR :900100042    NEXT TC/MOD :__
VOUCHER-NBR  :90454053    NSN :__  __  __  __  __
                        VOUCHER :__
                        CONTROL-NBR :__

ENTER-1---2---3---4---5---6---7---8---9---10--11--12--13-
      LIS          INV
__HELP MAIN QUIT MAIN ISS REC ADJ FIL D/I  CAT INQ  QUE PRC
```

FIGURE 7

After all fields are valid for input and the user has entered the data, the FAST-PATH window shown in Figure 7, is displayed with the message:

**TRANSACTION PLACED ON THE QUEUE PENDING APPROVAL**

in the REASON CODE TEXT field located in the window at the upper left corner.

**NOTE** : The TRANSACTION TRACKING NUMBER and the ADJUSTMENT VOUCHER NUMBER have been mechanically assigned and are displayed in the FAST-PATH window. Specific information about TRANSACTION TRACKING NUMBERS and VOUCHER NUMBERS is contained in the **LIS VOUCHER / CONTROL AND TRACKING NUMBER ASSIGNMENT USER GUIDE**.

The FAST-PATH can be used to access other Adjustment transaction.  
SEE **FAST-PATH FEATURE WINDOW - ADJ010**, (Pg. 18).

### 3.3 FAST-PATH FEATURE - WINDOW

10/03/90	LIS/ADJUSTMENT PROCESSING		ADJ010
** CYCLE INVENTORY (10-DEBIT, 25 CREDIT) **			
** SPECIAL INVENTORY (11-DEBIT, 26 CREDIT) **			
T/C :10	MOD :__	NBR :6660 01 130 8590	QTY :4_
		CON-CE : S	U/I :EA
TRANSACTION PLACED ON QUEUE PENDING APPROVAL			
TRACKING-NBR :900100042 NEXT TC/MOD :67			
VOUCHER-NBR :90454053 NSN :1560 00 858 2243_			
VOUCHER :_____			
CONTROL-NBR :_____			
ENTER-1---2---3---4---5---6---7---8--9--10--11--12--13			
LIS		INV	
HELP MAIN QUIT MAIN ISS REC ADJ FIL D/I CAT INQ QUE PRC			

FIGURE 8

The FAST-PATH feature, within the Inventory Management Subsystem, is designed to give direct access to other processing screens or functions without having to exit to a selection menu. After entering a transaction, the window shown in Figure 8 is displayed. The message, **TRANSACTION PROCESSED**, is displayed in the REASON CODE TEXT.

To use the FAST-PATH, the new TC/MOD is required. NSN and VOUCHER or CONTROL-NBR, are required for some **TRANSACTION CODES**.

\*\*\*\*\*OR\*\*\*\*\*

The user can choose to input an OPTION NUMBER at the **[ENTER]** field to access a specific function menu, as allowed by assigned security level. For example, to access the Queue Management Menu, input ,12. in the enter field and press **[ENTER]**.



### 3.4 CYCLIC / SPECIAL INVENTORY ADJUSTMENT DOCUMENT - LGJ310

After completion of the **ADJ010**, (Pg. 20) data entry screen, press **[ENTER]** and an **LIS / ADJUSTMENT DOCUMENT - LGJ310**, (Pg. 23), will be generated. This document has five parts. The first part is the "header block" showing the DOCUMENT NUMBER, the DATE and TIME the document was produced, the TYPE of Adjustment, INVENTORY MANAGER of the Item being adjusted, the mechanically assigned ADJUSTMENT VOUCHER NUMBER, and TRANS - ACTION TRACKING NUMBER.

The second part is the "data block" showing the TRANSACTION CODE, the NSN and DESCRIPTION of the item being adjusted, QUANTITY being adjusted, CONDITION CODE of the item, INVENTORY LOT NUMBER (if applicable) and the NET ADJUSTMENT of the transaction being processed.

The third part is the "text block" containing the EXPLANATION or reason for the Adjustment.

FEDERAL AVIATION ADMINISTRATION		DOCUMENT NBR: LGJ310		
LIS/ADJUSTMENT DOCUMENT		DATE :10/03/89 08:35		
		TRANSACTION TRACKING NBR: 901640264		
		CYCLIC/SPECIAL INVENTORY ADJUSTMENT		
INVENTORY MANAGER:39		ADJUSTMENT VOUCHER NBR: 9319C001		
		COND	INV	
		LOT		
<u>T/C</u>	<u>NSN</u>	<u>QTY</u>	<u>CODE</u>	<u>NBR</u>
10	60-01-130-8590	4	S	C001
	XMT 5-122H			
NET ADJUSTMENT: 5,444.00 (DR)				
EXPLANATION : A EXPLANATION AS TO THE CIRCUMSTANCES REGARDING THE_____				
PROCESSING OF THIS ADJUSTMENT CAN BE PLACED IN THIS AREA.____				
THE EXPLANATION CAN BE 4 LINES, 50 CHARACTERS PER_____				
LINE._____				
CURRENT MASTER INVENTORY RECORD DATA				
TOTAL ON HAND QTY :138		UNIT OF ISSUE :EA		
SERVICEABLE QTY :4		CATEGORY ACCOUNT:62		
REPARABLE QTY :80		UNIT PRICE :1,361.00		
SURVEY QTY :		TYPE CODE :A		
DUE IN FACILITY QTY:18		MANAGEMENT CODE :5		
INVENTORY IN SHOPS :36		CURRENT STATUS :2		
BORROWED QTY :1				
LOANED QTY :				
PREPARED BY :_____		APPROVED BY :_____		
DATE PREPARED :_____		DATE APPROVED :_____		

FIGURE 9

The fourth part is the "CURRENT MASTER INVENTORY RECORD DATA block". Figure 9 shows the Master Inventory Record Data as it appears before the item is adjusted.

**NOTE** : A complete view of Master Inventory Record Data can be obtained online by selecting OPTION <6> for the **INQUIRIES MENU** from the **LIS MAIN MENU - INV001** , (Pg. 11) or selecting the INQ OPTION <11> from the **FAST-PATH FEATURE - INV001** , (Pg. 20).

The fifth part of the **LIS / Adjustment Document - LGJ310** , (Pg. 23) is the "management approval block" for signatures of the user processing the Adjustment, and of the approving authority. Approved Adjustment transactions must be processed from the Queue - Management.

**NOTE** : If the print fails, or the document needs to be reprinted, refer to **REPRINT OF LIS / ADJUSTMENT DOCUMENT - QUE001** , (Pg. 87).

### 3.5 TRANSFER BETWEEN CATEGORY / ACCOUNTS - ADJ018

10/30/90	LIS / ADJUSTMENT PROCESSING	ADJ018
** TRANSFER BETWEEN CATEGORY/ACCOUNT **		
T/C: 18	NSN: 5840 01 086 1376 _	U/I: EA
NEW INVENTORY-MANAGER-CD :22		
NEW CATEGORY/ACCOUNT-CD :60		
EXPLANATION: A EXPLANATION AS TO THE CIRCUMSTANCES OR REASON FOR_____		
PROCESSING OF THIS ADJUSTMENT CAN BE PLACED IN THIS AREA._____		
THE EXPLANATION CAN BE 4 LINES, 50 CHARACTERS PER_____		
LINE._____		
PRESS ENTER TO PROCESS TRANSACTION OR		
ENTER OPTION: ____		
1 - SELECT FAST PATH EXIT		
9 - EXIT TO ADJUSTMENT MAIN MENU		
99 - EXIT TO INVENTORY MANAGEMENT MAIN MENU		

**FIGURE 10**

When the user selects OPTION <5> from the **ADJUSTMENT SELECTION MENU - ADJ001**, (Pg. 13) the program displays Figure 10 with TRANSACTION CODE 18 for processing a Category / Account transfer. Reversals are not permitted for this transaction. All required data must be entered or an error message will appear on the top left of the screen. Transfers between categories must have some or all quantity fields (depending on the category) equal to zero. NEW INVENTORY MANAGER CODE is required and can be modified to reflect a change in the INVENTORY MANAGER.

The EXPLANATION field allows four lines (50 characters per line) of text for entering a reason or justification for the Adjustment. This field wraps text. To avoid the splitting of words, use [F9] or [TAB] to move to the next line.

**NOTE** : If the user chooses to disregard the data and exit this screen before processing the transaction, the following options are available. Input OPTION NUMBER and press **[ENTER]**.

OPTION <1> **SELECT FAST PATH EXIT** and proceed to another transaction or function.

OPTION <9> **EXIT TO ADJUSTMENT MAIN MENU - ADJ001**, (Pg. 13).

OPTION <99> **EXIT TO LIS INVENTORY MANAGEMENT MAIN MENU - INV001**, (Pg. 10).

**NOTE** : If printer has a narrow carriage, set printer for compressed output.

**TRANSACTION PLACED ON THE QUEUE AWAITING APPROVAL .**

The **LIS / Adjustment Document** - **LGJ330**, (Pg. 29), is generated automatically. If print fails, refer to **REPRINT OF LIS / ADJUSTMENT DOCUMENT** - **QUE001**, (Pg. 87).

The **LIS / Adjustment Document** requires management approval. After approval, the user needs to proceed to the **QUEUE MANAGEMENT USER GUIDE**.

### 3.6 TRANSFER ADJUSTMENT DOCUMENT - LGJ330

After completion of the data entry screen, **ADJ018**, (Pg. 25) press **[ENTER]** and an **LIS / ADJUSTMENT DOCUMENT - LGJ330**, (Pg. 29) shown in Figure 11, will be generated. This document has five parts. The first part is the "header block" showing the DOCUMENT NUMBER, the DATE and TIME the document was produced, the TYPE of Adjustment, the INVENTORY MANAGER of the item being adjusted, and the machine generated ADJUSTMENT VOUCHER NUMBER.

The second part is the "data block" showing the TRANSACTION CODE, the NSN and DESCRIPTION of the item being adjusted, the UNIT OF ISSUE, the new INVENTORY MANAGER CODE, the NEW CATEGORY / ACCOUNT CODE, the AGREEMENT NUMBER (if applicable), and the NET ADJUSTMENT of the transaction being processed.

The third part is the “text block” containing the text of the EXPLANATION or reason for the Adjustment.

FEDERAL AVIATION ADMINISTRATION				DOCUMENT NBR :LGJ330	
LIS / ADJUSTMENT DOCUMENT				DATE :10/03/90 13:16	
TRANSACTION TRACKING NBR: 901640266 TRANSFER BETWEEN					
CATEGORY/ACCOUNTINVENTORY MANAGER :27 ADJUSTMENT VOUCHER NBR: 93030042					
<u>T/C</u>	<u>NSN</u>	<u>NSN</u>	<u>UI</u>	<u>MAN</u>	<u>ACCT</u>
18	5840-00-086-1376	EA	22	60	60
	COVER				
<p>EXPLANATION :A EXPLANATION AS TO THE CIRCUMSTANCES OR REASONS FOR_____</p> <p>PROCESSING OF THIS ADJUSTMENT CAN BE PLACED IN THIS AREA._____</p> <p>THE EXPLANATION CAN BE 4 LINES, 50 CHARACTERS PER _____</p> <p>LINES._____</p>					
CURRENT MASTER INVENTORY RECORD DATA					
TOTAL ON HAND QTY		:43	UNIT OF ISSUE		: EA
SERVICEABLE QTY		: 6	CATEGORY ACCOUNT		: 64
REPARABLE QTY		:34	UNIT PRICE		: 237.00
SURVEY QTY		:	TYPE CODE		: 3
DUE IN FACILITY QTY		:	MANAGEMENT CODE		: 9
INVENTORY IN SHOPS		: 3	CURRENT STATUS		:
BORROWED QTY		:			
LOANED QTY		:			
PREPARED BY : _____			APPROVED BY : _____		
DATE PREPARED : _____			DATE APPROVED : _____		

**FIGURE 11**



The fourth part of **LIS / Adjustment Document - LGJ330**, (Pg. 29) is the "CURRENT MASTER INVENTORY RECORD DATA BLOCK". Figure 11, **LGJ330**, (Pg. 29) shows the Master Inventory Record Data as it appears before the item is adjusted.

**NOTE** : A complete view of Master Inventory Record Data can be obtained online by selecting OPTION <6> for the **INQUIRIES MENU** from the **LIS MAIN MENU - INV001**, (Pg. 10) or selecting the INQ OPTION <11> from the **FAST-PATH FEATURE - INV001**, (Pg. 18).

The fifth part of the **LIS / Adjustment Document - LGJ330**, (Pg. 29) is the "management approval block" for the signatures of the user processing the Adjustment, and the approving authority. Approved Adjustment transactions must be processed from the Queue Management.

**NOTE** : If the print fails, or the document needs to be reprinted, refer to **REPRINT OF LIS / ADJUSTMENT DOCUMENT - QUE001**, (Pg. 87).

### 3.7 TRANSFER BETWEEN CONDITIONS - ADJ019

10/30/90	LIS / ADJUSTMENT PROCESSING	ADJ019
** TRANSFER BETWEEN CONDITIONS (19-DEBIT) **		
** TRANSFER BETWEEN NSN'S (19A-DEBIT) **		
T/C :19	CONTROL-NBR :_____	
'FROM' NSN :5835 01 264 8006 _	'TO' NSN :_____ _ _ _ _	
'FROM' COND-CD :S	'TO' COND-CD :R	
QTY :4_____	U/I :EA	
EXPLANATION: A EXPLANATION AS TO THE CIRCUMSTANCES OR REASONS FOR_____		
PROCESSING OF THIS ADJUSTMENT CAN BE PLACED IN THIS AREA._____		
THE EXPLANATION CAN BE 4 LINES, 50 CHARACTERS PER _____		
LINE._____		
PRESS ENTER TO PROCESS TRANSACTION OR		
ENTER OPTION: ____		
1 - SELECT FAST PATH EXIT		
9 - EXIT TO ADJUSTMENT MAIN MENU		
99 - EXIT TO INVENTORY MANAGEMENT MENU		

**FIGURE 12**

When the user selects OPTION <6> from the **ADJUSTMENT SELECTION MENU** - **ADJ001**, (Pg. 13) the program displays Figure 12 with TRANSACTION CODE 19 for processing a Transfer between Conditions. Reversals are not permitted for this transaction. All required data must be entered or an error message will appear on the top left of the screen.

The EXPLANATION field allows four lines (50 characters per line) of text for entering a reason or justification for the Adjustment. This field wraps text. To avoid the splitting of words, use <F9> or [TAB] to move to the next line.

**NOTE** : If the user chooses to disregard the data and exit this screen before processing the transaction, the following options are available. Input OPTION NUMBER and press **[ENTER]**.

OPTION <1> **SELECT FAST PATH EXIT** and proceed to another transaction or function.

OPTION <9> **EXIT TO ADJUSTMENT MAIN MENU - ADJ001**, (Pg. 13).

OPTION <99> **EXIT TO LIS INVENTORY MANAGEMENT MAIN MENU - INV001**, (Pg. 10).

**NOTE** : If printer has a narrow carriage, set printer for compressed output.

After all required data is input, press **[ENTER]**. If no errors are encountered from data entry, the FAST-PATH window appears stating:

**TRANSACTION PLACED ON QUEUE PENDING APPROVAL**

The **LIS / Adjustment Document - LGJ337**, (Pg. 34), is generated automatically. If print fails, refer to **REPRINT OF LIS / ADJUSTMENT DOCUMENT, QUE001**, (Pg. 87).

The LIS / Adjustment Document requires management approval. After approval, the user needs to proceed to the Queue Management function for further processing. Refer to the **QUEUE MANAGEMENT USER GUIDE**.

### 3.8 TRANSFER BETWEEN CONDITIONS ADJUSTMENT DOCUMENT - LGJ337

After completion of the data entry screen **ADJ019**, (Pg. 31) press **[ENTER]**. The **LIS / Adjustment Document - LGJ337**, (Pg. 34) shown in Figure 13, will be generated. This document has five parts. The first part is the "header block" showing the DOCUMENT NUMBER, the DATE and TIME the document was produced, the TYPE of Adjustment, the INVENTORY MANAGER of the item being adjusted, mechanically assigned ADJUSTMENT VOUCHER NUMBER, and TRANSACTION TRACKING NUMBER.

The second part is the "data block" showing the TRANSACTION CODE, the NSN and DESCRIPTION of the item being adjusted, the old CONDITION CODE, the new CONDITION CODE, the DUE-IN SHOPS CONTROL NUMBER.

The third part is the "text block" containing the text of the EXPLANATION or reason for the Adjustment.

FEDERAL AVIATION ADMINISTRATION			DOCUMENT NBR :LGJ337		
LIS / ADJUSTMENT DOCUMENT			DATE :10/03/90 09:09		
TRANSACTION TRACKING NBR: 901640666 TRANSFER BETWEEN CONDITIONS					
INVENTORY MANAGER :14 ADJUSTMENT VOUCHER NBR :00594019					
<u>T/C</u>	<u>NSN</u>	<u>QTY</u>	OLD COND	NEW COND	DIS CONTROL
<u>CODE</u>	<u>CODE</u>	<u>NBR</u>			
19	5835-01-264-8006 REEL 421596	4	S	R	
EXPLANATION : A EXPLANATION AS TO THE CIRCUMSTANCES REGARDING THE _____ PROCESSING OF THIS ADJUSTMENT CAN BE PLACED IN THIS AREA.____ THE EXPLANATION CAN BE 4 LINES, 50 CHARACTERS PER _____ LINE. _____					
CURRENT MASTER INVENTORY RECORD DATA TOTAL ON HAND QTY :306                      UNIT OF ISSUE :EA SERVICEABLE QTY :106                      CATEGORY ACCOUNT :D0 REPARABLE QTY :100                      UNIT PRICE :22.00 SURVEY QTY :100                      TYPE CODE :3 DUE IN FACILITY :                      MANAGEMENT CODE : INVENTORY IN SHOPS : BORROWED-QTY : LOANED-QTY :					
PREPARED BY : _____ DATE PREPARED : _____			APPROVED BY : _____ DATE APPROVED : _____		

**FIGURE 13**

The fourth part of the **LIS / Adjustment Document - LGJ337**, (Pg. 34) is the "CURRENT MASTER INVENTORY RECORD DATA block". Figure 13 shows the Master Inventory Record Data as it appears before the item is adjusted.

**NOTE** : A complete view of Master Inventory Record Data can be obtained online by selecting OPTION NUMBER for the INQUIRIES MENU from the **LIS MAIN MENU - INV001** (Pg. 11) or selecting the INQ OPTION <11> from the FAST-PATH feature.

The fifth part is the "management approval block" for signatures of the user processing the Adjustment and of the approving authority. Approved Adjustment transactions must be processed from the Queue Management.

**NOTE** : If the print fails, or the document needs to be reprinted, refer to **REPRINT OF LIS / ADJUSTMENT DOCUMENT , QUE001**, (Pg. 87).

### 3.9 TRANSFER BETWEEN NSNS USING SCREEN - ADJ019

10/30/90	LIS / ADJUSTMENT PROCESSING	ADJ019
** TRANSFER BETWEEN CONDITIONS (19-DEBIT) **		
** TRANSFER BETWEEN NSN'S (19A-DEBIT) **		
T/C :19 A	CONTROL-NBR :_____	
'FROM' NSN :1560 00 732 9827 _	'TO' NSN :1560 00 858 2243 _	
'FROM' COND-CD :R	'TO' COND-CD :R	
QTY :1_____	U/I :EA	
EXPLANATION : A EXPLANATION AS TO THE CIRCUMSTANCES OR REASONS FOR_____		
PROCESSING OF THIS ADJUSTMENT CAN BE PLACED IN THIS AREA._____		
THE EXPLANATION CAN BE 4 LINES, 50 CHARACTERS PER _____		
LINE._____		
PRESS ENTER TO PROCESS TRANSACTION OR		
ENTER OPTION: ____		
1 - SELECT FAST PATH EXIT		
9 - EXIT TO ADJUSTMENT MAIN MENU		
99 - EXIT TO INVENTORY MANAGEMENT MENU		

**FIGURE 14**

When the user selects OPTION <7> from the **ADJUSTMENT SELECTION MENU - ADJ001**, (Pg. 13) the program displays Figure 14 with TRANSACTION CODE 19A for processing a Transfer between NSNs. Reversals are not permitted for this transaction. All required data must be entered or an error message will appear on the top left of the screen.

The EXPLANATION field allows four lines (50 characters per line) of text for entering a reason or justification for the Adjustment. This field wraps text. To avoid the splitting of words, use <F9> or [TAB] to move to the next line.

**NOTE** : If the user chooses to disregard the data and exit this screen before processing the transaction, the following options are available. Input OPTION NUMBER and press **[ENTER]**.

OPTION <1> **SELECT FAST PATH EXIT** and proceed to another transaction or function.

OPTION <9> **EXIT TO ADJUSTMENT MAIN MENU** - **ADJ001** (Pg. 13).

OPTION <99> **EXIT TO LIS INVENTORY MANAGEMENT MAIN MENU** - **INV001** (Pg. 10).

**NOTE** : If printer has a narrow carriage, set printer for compressed output.

After all required data is input, press **[ENTER]**. If no errors are encountered from data entry, the FAST-PATH window appears stating:

**TRANSACTION PLACED ON QUEUE PENDING APPROVAL**

The **LIS / Adjustment Document** - **LGJ337**, (Pg. 34) is generated automatically. If print fails, refer to **REPRINT OF LIS / ADJUSTMENT DOCUMENT** - **QUE001** (Pg. 87).



The LIS / Adjustment Document requires management approval. After approval, the user needs to proceed to the Queue Management function for further processing. Refer to the **QUEUE MANAGEMENT USER GUIDE** .

### 3.10 TRANSFER BETWEEN NSNS ADJUSTMENT DOCUMENT - LGJ336

After completion of data entry screen, **ADJ019**, (Pg. 31) press **[ENTER]**. The **LIS / Adjustment Document - LGJ336**, (Pg. 39) shown in Figure 15, will be generated. This document has five parts. The first part is the "header block" showing the DOCUMENT NUMBER, the DATE and TIME the document was produced, the TYPE of Adjustment, the INVENTORY MANAGER of the item being adjusted, and the machine generated ADJUSTMENT VOUCHER NUMBER.

The second part is the "data block" showing the TRANSACTION CODE, the FROM NSN and DESCRIPTION of the item being adjusted, the TO NSN and DESCRIPTION, the QUANTITY, the TO INVENTORY MANAGER, the OLD CONDITION CODE, the NEW CONDITION CODE, the DUE-IN SHOPS CONTROL NUMBER, and the NET ADJUSTMENT of the transaction being processed.

The third part is the "text block" containing the EXPLANATION or reason for the Adjustment.

FEDERAL AVIATION ADMINISTRATION					DOCUMENT NBR : LGJ336		
LIS / ADJUSTMENT DOCUMENT					DATE : 10/03/90 10:17		
TRANSACTION TRACKING NBR : 90164444667 TRANSFER BETWEEN CONDITIONS/NSN'S							
INVENTORY MANAGER: 14 ADJUSTMENT VOUCHER NBR: 00594020							

T/C	'FROM' NSN	'TO' NSN	QTY	'TO' INV MGR	OLD COND CODE	NEW COND CODE	DIS CONTROL NBR
19	1560-00-732-9827	1560-00-858-2243	1	14	R	R	
TRK 265-170008-05 COLLAR MIN001							
DEBIT : 332.50		CREDIT : 175.00		NET ADJUSTMENT : 157.50 (DR)			
EXPLANATION : A EXPLANATION AS TO THE CIRCUMSTANCES REGARDING THE _____							
PROCESSING OF THIS ADJUSTMENT CAN BE PLACED IN THIS AREA. _____							
THE EXPLANATION CAN BE 4 LINES, 50 CHARACTERS PER _____							
LINE. _____							

CURRENT MASTER INVENTORY RECORD DATA							
	'FROM'	'TO'		'FROM'	'TO'		
TOTAL ON HAND QTY :	104	306	UNIT OF ISSUE :	EA	EA		
SERVICEABLE QTY :		98	CATEGORY ACCOUNT:	D0	D0		
REPARABLE QTY :	4	100	UNIT PRICE :	332.00	175.00		
SURVEY QTY :	100	100	TYPE CODE :	3	3		
DUE IN FACILITY QTY:			MANAGEMENT CODE :				
INVENTORY IN SHOPS :			CURRENT STATUS :	2			
BORROWED-QTY :							
LOANED-QTY :							

PREPARED BY : _____	APPROVED BY : _____
DATE PREPARED : _____	DATE APPROVED : _____

FIGURE 15

The fourth part is the "CURRENT MASTER INVENTORY RECORD DATA block". Figure 15, **LGJ336**, (Pg. 39) shows the Master Inventory Record Data as it appears before the item is adjusted.

**NOTE** : A complete view of the Master Inventory Record Data can be obtained online by selecting OPTION NUMBER for the INQUIRIES MENU from the **LIS MAIN MENU - INV001**, (Pg. 11) or selecting the INQ OPTION <11> from the FAST-PATH feature.

The fifth part of the **LIS / Adjustment Document - LGJ336**, (Pg. 39) is the "management approval block" for the signatures of the user processing the Adjustment and of the approval authority. Approved Adjustment transactions must be processed from the Queue management.

**NOTE** : If the print fails, or the document needs to be reprinted, refer to **REPRINT OF LIS / ADJUSTMENT DOCUMENT - QUE001**, (Pg. 87).

### 3.11 PURGE DIF (FAA) T/C 82 OR DIF (DOD) T/C 83 SCREEN - ADJ082

10/03/90	LIS / ADJUSTMENT PROCESSING	ADJ082
	** DIF TRANSFER PURGE **	
	(T/C 82 = FAA, T/C 83 = DOD)	
T/C : 82		
	CONTROL-NBR	:00594024
	QTY	:1
EXPLANATION : A EXPLANATION AS TO THE CIRCUMSTANCES OR REASONS FOR_____		
PROCESSING OF THIS ADJUSTMENT CAN BE PLACED IN THIS AREA.____		
THE EXPLANATION CAN BE 4 LINES, 50 CHARACTERS PER _____		
LINE._____		
PRESS ENTER TO PROCESS TRANSACTION OR		
ENTER OPTION: ____		
1 - SELECT FAST PATH EXIT		
9 - EXIT TO ADJUSTMENT MAIN MENU		
99 - EXIT TO INVENTORY MANAGEMENT MENU		

**FIGURE 16**

When the user selects OPTION <8> or <9> from the **ADJUSTMENT SELECTION MENU - ADJ001**, (Pg. 13) the program displays screen ADJ082 shown in Figure 16 with TRANSACTION CODE 82 or 83 for processing a Purge a Due-in Facility (FAA) or (DOD). For these transactions, only the CONTROL-NBR, QUANTITY, are required. A Purge Due-In Facility (DOD) T/C 83 must include the AGREE-NBR. Reversals are not permitted for these transactions.

All required data must be entered or an error message will appear on the top left of the screen.

The EXPLANATION field allows four lines (50 characters per line) of text for entering a reason or justification for the Adjustment. This field wraps text. To avoid the splitting of words, use <F9> or [TAB] to move to the next line.

**NOTE** : If the user chooses to disregard the data and exit this screen before processing the transaction, the following options are available. Input OPTION NUMBER and press **[ENTER]**

OPTION <1>     **SELECT FAST PATH EXIT** and proceed to another transaction or function.

OPTION <9>     **EXIT TO ADJUSTMENT MAIN MENU - ADJ001** , (Pg. 13).

OPTION <99>    **EXIT TO LIS INVENTORY MANAGEMENT MAIN MENU - INV001** , (Pg. 10).

**NOTE** : If printer has a narrow carriage, set printer for compressed output.

After all required data is input, press **[ENTER]**. If no errors are encountered from data entry, the NSN associated with the CONTROL NUMBER will appear on the screen with the prompt **ENTER 'Y' TO PROCESS**, shown in Figure 17.

10/03/90	LIS / ADJUSTMENT PROCESSING	ADJ082
	** DIF TRANSFER PURGE **	
	(T/C 82 = FAA, T/C 83 = DOD)	
T/C : 82	NSN = 6610-01-013-8911	
	ENTER 'Y' TO PROCESS	:
	CONTROL-NBR	:00594024
	QTY	:1
EXPLANATION : A EXPLANATION AS TO THE CIRCUMSTANCES OR REASONS FOR_____		
PROCESSING OF THIS ADJUSTMENT CAN BE PLACED IN THIS AREA.____		
THE EXPLANATION CAN BE 4 LINES, 50 CHARACTERS PER _____		
LINE._____		
PRESS ENTER TO PROCESS TRANSACTION OR		
ENTER OPTION: ____		
1 - SELECT FAST PATH EXIT		
9 - EXIT TO ADJUSTMENT MAIN MENU		
99 - EXIT TO INVENTORY MANAGEMENT MENU		

**FIGURE 17**

If this is the correct NSN for the specified CONTROL NUMBER **[ENTER]** <Y>. The **LIS / Adjustment Document - LGJ345** (Pg. 45) is generated and the FAST-PATH window appears stating:

**TRANSACTION PLACED ON THE QUEUE AWAITING APPROVAL**

The **LIS / Adjustment Document** - **LGJ337**, (Pg. 34), is generated automatically. If print fails, refer to **REPRINT OF LIS / ADJUSTMENT DOCUMENT** - **QUE001** (Pg. 87).

The **LIS / Adjustment Document** requires management approval. After approval, the user needs to proceed to the Queue Management function for further processing. Refer to the **QUEUE MANAGEMENT USER GUIDE** .

### 3.12 TRANSFER BETWEEN NSNS ADJUSTMENT DOCUMENT - LGJ345

After completion of the **ADJ028**, (Pg. 61) data entry screen, press **[ENTER]** and an **LIS / Adjustment Document** - **LGJ345**, (Pg. 45) shown in Figure 18, will be generated. This document has five parts. The first part is the "header block" showing the DOCUMENT NUMBER, the DATE and TIME the document was produced, the TYPE of Adjustment, the INVENTORY MANAGER of the item being adjusted, and the machine generated ADJUSTMENT VOUCHER NUMBER.

The second part is the "data block" showing the TRANSACTION CODE, the NSN and DESCRIPTION of the item being adjusted, the QUANTITY, the CONTROL NUMBER, the SUPPLY SUPPORT CODE (SSC), the AGREEMENT NUMBER, and the NET ADJUSTMENT of the transaction being processed.

The third part is the “text Block” containing the text of the EXPLANATION or reason for the Adjustment.

FEDERAL AVIATION ADMINISTRATION			DOCUMENT NBR :LGJ345	
LIS / ADJUSTMENT DOCUMENT			DATE :10/03/90 10:17	
TRANSACTION TRACKING NBR :901640277 TRANSFER BETWEEN CONDITIONS/NSN'S				
INVENTORY MANAGER: 14      ADJUSTMENT VOUCHER NBR :93634002				
<u>T/C</u>	<u>NSN</u>	<u>QTY</u>	<u>SSC</u>	<u>CONTROL NBR</u>
82	6610-01-013-8911	1	f69445982	00595024
IND				
NET ADJUSTMENT :    18,106.00                      (DR)				
EXPLANATION : A EXPLANATION AS TO THE CIRCUMSTANCES REGARDING THE_____				
PROCESSING OF THIS ADJUSTMENT CAN BE PLACED IN THIS AREA.____				
THE EXPLANATION CAN BE 4 LINES, 50 CHARACTERS PER _____				
LINE._____				
CURRENT MASTER INVENTORY RECORD DATA				
TOTAL ON HAND QTY :42		UNIT OF ISSUE :EA		
SERVICEABLE QTY :2		CATEGORY ACCOUNT:F4		
REPARABLE QTY :6		UNIT PRICE :18,106.00		
SURVEY QTY :		TYPE CODE :A		
DUE IN FACILITY QTY:34		MANAGEMENT CODE :5		
INVENTORY IN SHOPS :		CURRENT STATUS :		
BORROWED-QTY :				
LOANED-QTY :				
PREPARED BY : _____		APPROVED BY : _____		
DATE PREPARED : _____		DATE APPROVED : _____		

**FIGURE 18**



The fourth part is the "CURRENT MASTER INVENTORY RECORD DATA block". Figure 18 shows the Master Inventory Record Data as it appears before the item is adjusted.

**NOTE** : A complete view of Master Inventory Record Data can be obtained online by selecting OPTION NUMBER for the INQUIRIES MENU from the **LIS MAIN MENU - INV001** , (Pg. 11) or selecting the INQ OPTION <11> from the FAST-PATH feature.

The fifth part of the **LIS / Adjustment Document - LGJ345** , (Pg. 45) is the "management approval block" for signatures of the user processing the Adjustment, and of the approving authority. Approved Adjustment transactions must be processed from the Queue Management.

**NOTE** : If the print fails, or the document needs to be reprinted, refer to **REPRINT OF LIS / ADJUSTMENT DOCUMENT - QUE001** , (Pg. 87).

### 3.13 FACILITY DUE-IN DEBIT - ADJ012

10/03/90	LIS/ADJUSTMENT PROCESSING			ADJ012
** ROTABLE DUE-IN FACILITY DEBIT**				
T/C :12	NSN: 3895-01-309-2901	QTY :1	U/I :EA	
ORIG-T/C :80	CONTROL-NBR :90614119	AGRMT-NBR :_____		
COND-CD :R	DUE-IN (MMDDYY) :01 03 91	SSC :7694510B1		
ACTION (A=ADD, M=MODIFY) :M				
EXPLANATION : AN EXPLANATION AS TO THE CIRCUMSTANCES OR REASONS FOR_____				
PROCESSING OF THIS ADJUSTMENT CAN BE PLACED IN THIS AREA._____				
THE EXPLANATION CAN BE 4 LINES, 50 CHARACTERS PER_____				
LINE._____				
PRESS ENTER TO PROCESS TRANSACTION OR				
ENTER OPTIONS: ____				
1 - SELECT FAST PATH EXIT				
9 - EXIT TO ADJUSTMENT MAIN MENU				
99 - EXIT TO INVENTORY MANAGEMENT MENU				

**FIGURE 19**

When the user selects OPTION <10> from the **ADJUSTMENT SELECTION MENU - ADJ001**, (Pg. 13) the program displays screen ADJ012, shown in Figure 19 with TRANSACTION CODE 12 for processing a Facility Due-in Debit. Reversals are not permitted for this transaction. All required data must be entered or an error message will appear on the top left of the screen.

A ROTABLE DUE IN FACILITY DEBIT shown above must include the ISSUE VOUCHER NUMBER as the CONTROL - NBR.

The SUPPLY SUPPORT CODE (SSC) must match the record on the Name and Address File. An INVENTORY LOCATION CODE (the last 2 positions of the SSC) is required for all regions except for Regions A,F,N, and W.

**NOTE** : SSC A-697C0\_ must have an INVENTORY LOCATION CODE.

To add a new record input <A> in the action field. To modify an existing record, input <M> in the ACTION field.

The EXPLANATION field allows four lines (50 characters per line) of text for entering a reason or justification for the Adjustment. This field wraps text. To avoid the splitting of words, use <F9> or [TAB] to move to the next line.

### **TRANSACTION PLACED ON THE QUEUE AWAITING APPROVAL**

**NOTE** : If the user chooses to disregard the data and exit this screen before processing the transaction, the following options are available. Input OPTION NUMBER and press **[ENTER]**.

OPTION <1>      **SELECT FAST PATH EXIT** and proceed to another transaction or function.

OPTION <9>      **EXIT TO ADJUSTMENT MAIN MENU - ADJ001**, (Pg. 13).

OPTION <99>    **EXIT TO LIS INVENTORY MANAGEMENT MAIN MENU - INV001**, (Pg. 10).

**NOTE** : If printer has a narrow carriage, set printer for compressed output.

After all required data is input, press **[ENTER]**. If no errors are encountered from data entry, the FAST-PATH window appears stating:

**TRANSACTION PLACED ON THE QUEUE AWAITING APPROVAL**

The **LIS / Adjustment Document - LGJ320**, (Pg. 51), is generated automatically. If print fails, refer to **REPRINT OF LIS / ADJUSTMENT DOCUMENT - QUE001**, (Pg. 87). The LIS / Adjustment Document requires management approval. After approval, the user needs to proceed to the Queue Management function for further processing. Refer to the **QUEUE MANAGEMENT USER GUIDE**.

### 3.14 SUPPORT INVENTORY ADJUSTMENT DOCUMENT - LGJ320 ROTATABLE DUE IN FACILITY DEBIT

After completion of the **ADJ012**, (Pg. 47) data entry screen, press **[ENTER]** and an **LIS / Adjustment Document - LGJ320**, (Pg. 51) shown in Figure 20, will be generated. This document has five parts. The first part is the "header block" showing the DOCUMENT NUMBER, the DATE and TIME the document was produced, the TYPE of Adjustment, the INVENTORY MANAGER of the item being adjusted, the mechanically assigned ADJUSTMENT VOUCHER NUMBER and TRANSACTION TRACKING NUMBER.

The second part is the "data block" showing the TRANSACTION CODE, the NSN and DESCRIPTION of the item being adjusted, the QUANTITY, ORIGINAL TRANSACTION CODE, DUE-IN DATE, the SUPPLY SUPPORT CODE (SSC), CONTROL NUMBER, AGREEMENT NUMBER (if applicable), INVENTORY LOT NUMBER, (if applicable) and the NET ADJUSTMENT of the transaction being processed.

The third part is the "text block" containing the text of the EXPLANATION or reason for the Adjustment.

FEDERAL AVIATION ADMINISTRATION						DOCUMENT NBR :LGJ320	
LIS/ADJUSTMENT DOCUMENT						DATE :10/03/90 10:17	
TRANSACTION TRACKING NBR :901640598							
SUPPORT INVENTORY ADJUSTMENT INVENTORY MANAGER :05							
ADJUSTMENT VOUCHER NBR :93634002							
				DUE	AGREE- INV		
				IN	CONTROL MENT LOT		
<u>T/C</u>	<u>NSN</u>	<u>QTY</u>	<u>ORIG</u>	<u>DATE</u>	<u>SSC</u>	<u>NBR</u>	<u>NBR</u>
12	3895-01-309-2901	1	80	02/04/91	7694510B1	90614119	
ROLLER ASSY							
NET ADJUSTMENT :35.00 (DR)							
EXPLANATION : A EXPLANATION AS TO THE CIRCUMSTANCES REGARDING THE							
PROCESSING OF THIS ADJUSTMENT CAN BE PLACED IN THIS AREA.							
THE EXPLANATION CAN BE 4 LINES, 50 CHARACTERS PER							
LINE.							
CURRENT MASTER INVENTORY RECORD DATA							
NSN: 3895-01-309-2901							
TOTAL ON HAND QTY :20				UNIT OF ISSUE :EA			
SERVICEABLE QTY :8				CATEGORY ACCOUNT :D1			
REPARABLE QTY :4				UNIT PRICE :35.00			
SURVEY QTY :				TYPE CODE :1			
DUE IN FACILITY QTY:3				MANAGEMENT CODE :9			
INVENTORY IN SHOPS :				CURRENT STATUS :			
BORROWED-QTY :							
LOANED-QTY :							
PREPARED BY : _____				APPROVED BY : _____			
DATE PREPARED : _____				DATE APPROVED : _____			

FIGURE 20

The fourth part of the **LIS / Adjustment Document - LGJ320** (Pg. 51) is the "CURRENT MASTER INVENTORY RECORD DATA block". Figure 20 shows the Master Inventory Record Data as it appears before the item is adjusted.

**NOTE** : A complete view of Master Inventory Record Data can be obtained online by selecting OPTION NUMBER for the INQUIRIES MENU from the **LIS MAIN MENU - INV001**, (Pg. 13) or selecting the INQ OPTION <11> from the **FAST-PATH FEATURE - INV001**, (Pg. 10).

The fifth part is the "management approval block" for the signatures of the user processing the Adjustment, and of the approving authority. Approved Adjustment transactions must be processed from Queue Management.

**NOTE** : If the print fails, or the document needs to be reprinted, refer to **REPRINT OF LIS / ADJUSTMENT DOCUMENT - QUE001**, (Pg. 87).

### 3.15 INVENTORY IN SHOPS DEBIT - ADJ013 - T/C 13

10/03/90	LIS/ADJUSTMENT PROCESSING	ADJ013
** INVENTORY IN SHOPS DEBIT **		
T/C :13	NSN :5825-01-021-0143	QTY :1
ORIG-T/C :81 _	CONTROL-NBR :010039ND	U/I :EA
COND-CD :R	DUE-IN (MMDDYY) :02 04 91	LOT-NBR :_____
ACTION (A=ADD, M=MODIFY) :M		
EXPLANATION : AN EXPLANATION AS TO THE CIRCUMSTANCES OR REASONS FOR_____		
PROCESSING OF THIS ADJUSTMENT CAN BE PLACED IN THIS AREA.____		
THE EXPLANATION CAN BE 4 LINES, 50 CHARACTERS PER_____		
LINE._____		
PRESS ENTER TO PROCESS TRANSACTION OR		
ENTER OPTIONS: _		
1 - SELECT FAST PATH EXIT		
9 - EXIT TO ADJUSTMENT MAIN MENU		
99 - EXIT TO INVENTORY MANAGEMENT MENU		

**FIGURE 21**

When the user selects OPTION <12> from the **ADJUSTMENT SELECTION MENU - ADJ001**, (Pg. 13) the program displays screen ADJ013, shown in Figure 21 with TRANSACTION CODE 13 for processing a Inventory in shops Debit. Reversals are not permitted for this transaction. All required data must be entered or an error message will appear on the top left of the screen.

An **INVENTORY IN SHOPS DEBIT**, shown above, must include the ISSUE VOUCHER NUMBER as the CONTROL - NBR for T/C 81.



The first eight positions of the Purchase Order (PO) number are used as the CONTROL - NBR for transactions with an original TRANSACTION CODE of 92 or 92C.

The Supply Support Code (SSC) is not required in data entry but is mechanically assigned. The SSC A-6973S5 is generated for T/C 81 and NSNs in INVENTORY CATEGORIES D, E, F or G. The SSC generated for T/C 81 and NSNs in INVENTORY CATEGORIES 1, 2, 3, 4, 5, 6, 7 and 9 will be A-697388. A Due in Shops record created using T/C 92 or 92C as the original TRANSACTION CODE will generate a SSC of Y-AC2738-YX. Action code <A> (Add) will add a record. Action code <M> (Modify) will modify an existing record.

The EXPLANATION field allows four lines (50 characters per line) of text for entering a reason or justification for the Adjustment. This field wraps text. To avoid the splitting of words, use <F9> or [TAB] to move to the next line.

**NOTE** : If the user chooses to disregard the data and exit this screen before processing the transaction, the following options are available. Input OPTION NUMBER and press **[ENTER]**.

OPTION <1>     **SELECT FAST PATH EXIT** and proceed to another transaction or function.

OPTION <9>     **EXIT TO ADJUSTMENT MAIN MENU - ADJ001** , (Pg. 13).

OPTION <99>    **EXIT TO LIS INVENTORY MANAGEMENT MAIN MENU - INV001** , (Pg. 10).

**NOTE** : If printer has a narrow carriage, set printer for compressed output.

After all required data is input, press **[ENTER]**. If no errors are encountered from data entry, the LIS / Adjustment Document - **LGJ320** , (Pg. 51) is generated and the FAST-PATH window appears stating:

#### **TRANSACTION PLACED ON THE QUEUE AWAITING APPROVAL**

The **LIS / ADJUSTMENT DOCUMENT - LGJ320** , (Pg. 51), is generated automatically. If print fails, refer to **REPRINT OF LIS / ADJUSTMENT DOCUMENT - QUE001** , (Pg. 85).

The LIS / Adjustment Document requires management approval. After approval, the user needs to proceed to the Queue Management function for further processing. Refer to the **QUEUE MANAGEMENT USER GUIDE** .

### 3.16 SUPPORT INVENTORY ADJUSTMENT DOCUMENT - ROTABLE DUE-IN FACILITY DEBIT AND INVENTORY IN SHOPS DEBIT - LGJ320

After completion of the **ADJ013**, (Pg. 53) data entry screen, press **[ENTER]** and an **LIS / Adjustment Document - LGJ320**, (Pg. 57) shown in Figure 22, will be generated. This document has five parts. The first part is the "header block" showing the DOCUMENT NUMBER, the DATE and TIME the document was produced, TYPE of Adjustment, INVENTORY MANAGER of the item being adjusted, and the mechanically assigned ADJUSTMENT VOUCHER NUMBER, and TRANSACTION TRACKING NUMBER.

The second part is the "data block" showing the TRANSACTION CODE, NSN and DESCRIPTION of the item being adjusted, QUANTITY, ORIGINAL TRANSACTION CODE, DUE-IN DATE, the SUPPLY SUPPORT CODE (SSC), CONTROL NUMBER, AGREEMENT NUMBER (if applicable), INVENTORY LOT NUMBER, (if applicable) and the NET ADJUSTMENT of the transaction being processed.

The third part is the "text block" containing the text of the EXPLANATION or reason for the Adjustment.

FEDERAL AVIATION ADMINISTRATION						DOCUMENT NBR :LGJ320			
LIS / ADJUSTMENT DOCUMENT						DATE :10/03/90 10:17			
TRANSACTION TRACKING NBR: 901640270						SUPPORT INVENTORY ADJUSTMENT			
INVENTORY MANAGER :28						ADJUSTMENT VOUCHER NBR :93634002			

				DUE		AGREE-	JOB	INV
			ORIG	IN		CONTROL	MENT	ORDER
			T/C	DATE	SSC	NBR	NBR	LOT
<u>T/C</u>	<u>NSN</u>	<u>QTY</u>	<u>T/C</u>	<u>DATE</u>	<u>SSC</u>	<u>NBR</u>	<u>NBR</u>	<u>NBR</u>
13	5825-01-021-0143	1	81	02/04/91	A6973S5	010039ND		432813
AMP 102641								

NET ADJUSTMENT :850.00 (DR)

EXPLANATION :A EXPLANATION AS TO THE CIRCUMSTANCES REGARDING THE\_\_\_\_\_

PROCESSING OF THIS ADJUSTMENT CAN BE PLACED IN THIS AREA.\_\_\_\_\_

THE EXPLANATION CAN BE 4 LINES, 50 CHARACTERS PER\_\_\_\_\_

LINE.\_\_\_\_\_

CURRENT MASTER INVENTORY RECORD DATA

NSN :5825-01-021-0143

TOTAL ON HAND QTY	:20	UNIT OF ISSUE	:EA
SERVICEABLE QTY	: 8	CATEGORY ACCOUNT	:D1
REPARABLE QTY	: 4	UNIT PRICE	:850.00
SURVEY QTY	:	TYPE CODE	:1
DUE IN FACILITY QTY	:3	MANAGEMENT CODE	:9
INVENTORY IN SHOPS	:	CURRENT STATUS	:
BORROWED-QTY	:		
LOANED-QTY	:		

PREPARED BY :	_____	APPROVED BY :	_____
DATE PREPARED:	_____	DATE APPROVED:	_____

**FIGURE 22**

The fourth part of the **LIS / Adjustment Document - LGJ320**, (Pg. 57) is the "CURRENT MASTER INVENTORY RECORD DATA block". Figure 22, **LGJ320**, (Pg. 57) shows the Master Inventory Record Data as it appears before the item is adjusted.

**NOTE** : A complete view of Master Inventory Record Data can be obtained online by selecting OPTION NUMBER for the INQUIRIES MENU from the **LIS MAIN MENU - INV001** (Pg. 10) or selecting the INQ OPTION <11> from the FAST-PATH feature.

The fifth part is the "management approval block" for the signatures of the user processing the Adjustment, and of the approving authority. Approved Adjustment transactions must be processed from the Queue Management

**NOTE** : If the print fails, or the document needs to be reprinted, refer to **REPRINT OF LIS / ADJUSTMENT DOCUMENT - QUE001**, (Pg. 87).

### 3.17 FACILITY DUE - IN CREDIT - ADJ027

10/03/90	LIS/ADJUSTMENT PROCESSING	ADJ027
** ROTABLE DUE-IN FACILITY CREDIT**		
T/C :27	NSN :6660-01-120-8590	QTY :1
	CONTROL-NBR :93634002	U/I :EA
EXPLANATION : AN EXPLANATION AS TO THE CIRCUMSTANCES OR REASONS FOR_____		
PROCESSING OF THIS ADJUSTMENT CAN BE PLACED IN THIS AREA.____		
THE EXPLANATION CAN BE 4 LINES, 50 CHARACTERS PER_____		
LINE._____		
PRESS ENTER TO PROCESS TRANSACTION OR		
ENTER OPTIONS: ____		
1 - SELECT FAST PATH EXIT		
9 - EXIT TO ADJUSTMENT MAIN MENU		
99 - EXIT TO INVENTORY MANAGEMENT MENU		

**FIGURE 23**

When the user selects OPTION <11> from the **ADJUSTMENT SELECTION MENU - ADJ001**, (Pg. 13) shown in Figure 23 with T/C 27. Reversals are not permitted for these transactions. A ROTABLE DUE-IN FACILITY CREDIT must include the ISSUE VOUCHER NUMBER in the CONTROL-NBR field. All required data must be entered or an error message will appear on the top left of the screen.

The EXPLANATION field allows four lines (50 characters per line) of text for entering a reason or justification for the Adjustment. This text will appear on the **LIS / Adjustment Document - LGJ320**, (Pg. 57). This field wraps text. To avoid the splitting of words, use <F9> or [TAB] to move to the next line

**NOTE** : If the user chooses to disregard the data and exit this screen before processing the transaction, the following options are available. Input OPTION NUMBER and press **[ENTER]**.

OPTION <1>      **SELECT FAST PATH EXIT** and proceed to another transaction or function.

OPTION <9>      **EXIT TO ADJUSTMENT MAIN MENU - ADJ001** , (Pg. 13).

OPTION <99>    **EXIT TO LIS INVENTORY MANAGEMENT MAIN MENU - INV001** , (Pg. 10).

**NOTE** : If printer has a narrow carriage, set printer for compressed output.

After all required data is input, press **[ENTER]**. If no errors are encountered from data entry, the FAST-PATH window appears stating:

### **TRANSACTION PLACED ON THE QUEUE AWAITING APPROVAL**

The **LIS / Adjustment Document - LGJ325** , (Pg. 70), is generated automatically. If print fails, refer to REPRINT OF **LIS / Adjustment Document - QUE001** , (Pg. 87).

The LIS / Adjustment Document requires management approval. After approval, the user needs to proceed to the Queue Management function for further processing. Refer to the **QUEUE MANAGEMENT USER GUIDE** .

### 3.18 INVENTORY IN SHOP CREDIT - ADJ028

0/03/90	LIS/ADJUSTMENT PROCESSING		ADJ028
** INVENTORY IN SHOP CREDIT **			
T/C :28	NSN: 6660-01-120-8590	QTY :1	U/I :EA
	CONTROL-NBR: 93634002	LOT-NBR: _____	
EXPLANATION : AN EXPLANATION AS TO THE CIRCUMSTANCES OR REASONS FOR_____			
PROCESSING OF THIS ADJUSTMENT CAN BE PLACED IN THIS AREA._____			
THE EXPLANATION CAN BE 4 LINES, 50 CHARACTERS PER_____			
LINE._____			
PRESS ENTER TO PROCESS TRANSACTION OR			
ENTER OPTIONS: ____			
1 - SELECT FAST PATH EXIT			
9 - EXIT TO ADJUSTMENT MAIN MENU			
99 - EXIT TO INVENTORY MANAGEMENT MENU			

**FIGURE 24**

When the user selects OPTION <13> from the **ADJUSTMENT SELECTION MENU - ADJ001**, (Pg. 13) the program will display the **INVENTORY IN SHOP CREDIT - ADJ028**, shown in Figure 24 with T/C 28. Reversals are not permitted for these transactions. An INVENTORY IN SHOPS CREDIT must include the ISSUE VOUCHER NUMBER in the CONTROL-NBR field. All required data must be entered or an error message will appear on the upper left corner of the screen.

The EXPLANATION field allows four lines (50 characters per line) of text for entering a reason or justification for the Adjustment.



This text will appear on the LIS / Adjustment Document. This field wraps text. To avoid the splitting of words, use <F9> or [TAB] to move to the next line.

**NOTE** : If the user chooses to disregard the data and exit this screen before processing the transaction, the following options are available. Input OPTION NUMBER and press **[ENTER]**.

OPTION <1> **SELECT FAST PATH EXIT** and proceed to another transaction or function.

OPTION <9> **EXIT TO ADJUSTMENT MAIN MENU - ADJ001**, (Pg. 13).

OPTION <99> **EXIT TO LIS INVENTORY MANAGEMENT MAIN MENU - INV001**, (Pg. 10).

**NOTE** : If printer has a narrow carriage, set printer for compressed output.

After all required data is input, press **[ENTER]**. If no errors are encountered from data entry, the **LIS / Adjustment Document - LGJ320**, (Pg. 57) is generated and the FAST-PATH window appears stating:

**TRANSACTION PLACED ON THE QUEUE AWAITING APPROVAL**

The **LIS / Adjustment Document - LGJ320**, (Pg. 57), is generated automatically. If print fails, refer to **REPRINT OF LIS / ADJUSTMENT DOCUMENT - QUE001**, (Pg. 87).

The LIS / Adjustment Document requires management approval. After approval, the user needs to proceed to the Queue Management function for further processing. Refer to the **QUEUE MANAGEMENT USER GUIDE** .

### 3.19 SUPPORT INVENTORY ADJUSTMENT DOCUMENT - ROTABLE DUE-IN FACILITY CREDIT AND INVENTORY IN SHOP CREDIT - LGJ325

The completing of the **ADJ027** (Pg. 59) or **ADJ028** (Pg. 61) data entry screen and the pressing of the **[ENTER]** key will generate an the **LIS / Adjustment Document - LGJ325**, (Pg. 64) shown in Figure 25. This document has five parts. The first part is the "header block" showing the DOCUMENT NUMBER, the DATE and TIME the document was produced, the TYPE of Adjustment, the INVENTORY MANAGER of the item being adjusted, and the machine generated ADJUSTMENT VOUCHER NUMBER.

The second part is the "data block" showing the TRANSACTION CODE, the NSN and DESCRIPTION of the item being adjusted, the QUANTITY, CONTROL NUMBER, and AGREEMENT NUMBER, and the NET ADJUSTMENT of the transaction being processed.

The third part is the "text block" containing the text of the EXPLANATION or reason for the Adjustment.

FEDERAL AVIATION ADMINISTRATION		DOCUMENT NBR :LGJ325	
LIS / ADJUSTMENT DOCUMENT		DATE :10/03/90 10:17	
		TRANSACTION TRACKING NBR :901640271	
		SUPPORT INVENTORY ADJUSTMENT INVENTORY MANAGER :26	
		ADJUSTMENT VOUCHER NBR :93634002	
CONTROL			
<u>T/C</u>	<u>NSN</u>	<u>QTY</u>	<u>NBR</u>
27	6660-01-130-8590	1	93420321
XMT 5-122H			
NET ADJUSTMENT :1361.00 (CR)			
EXPLANATION : A EXPLANATION AS TO THE CIRCUMSTANCES REGARDING THE_____			
PROCESSING OF THIS ADJUSTMENT CAN BE PLACED IN THIS AREA._____			
THE EXPLANATION CAN BE 4 LINES, 50 CHARACTERS PER_____			
LINE._____			
CURRENT MASTER INVENTORY RECORD DATA			
NSN :6660-01-130-8590			
TOTAL ON HAND QTY :138		UNIT OF ISSUE :EA	
SERVICEABLE QTY :4		CATEGORY ACCOUNT :64	
REPARABLE QTY :80		UNIT PRICE :1361.00	
SURVEY QTY :		TYPE CODE :1	
DUE IN FACILITY QTY:18		MANAGEMENT CODE :5	
INVENTORY IN SHOPS :36		CURRENT STATUS :2	
BORROWED-QTY :			
LOANED-QTY :1			
PREPARED BY :_____		PPROVED BY :_____	
DATE PREPARED :_____		DATE APPROVED:_____	

**FIGURE 25**

The fourth part of the **LIS / Adjustment Document - LGJ325**, (Pg. 64) is the "CURRENT MASTER INVENTORY RECORD DATA block". Figure 25 shows the Master Inventory Record Data as it appears before the item is adjusted.

**NOTE** : A complete view of Master Inventory Record Data can be obtained online by selecting OPTION NUMBER for the **INQUIRIES MENU** from the **LIS MAIN MENU - INV001**, (Pg. 10) or selecting the INQ OPTION <11> from the FAST-PATH feature.

The fifth part is the "management approval block" for the signatures of the user processing the Adjustment and of the approving authority. Approved Adjustment transactions must be processed from the Queue Management.

**NOTE** : If the print fails, or the document needs to be reprinted, refer to **REPRINT OF LIS / ADJUSTMENT DOCUMENT - QUE001**, (Pg. 87).

### 3.20 LOAN DEBIT - AD J014, LOANED CREDIT - ADJ029, BORROWED DEBIT - ADJ015 AND BORROWED CREDIT - ADJ030

10/03/90	LIS/ADJUSTMENT PROCESSING	ADJ014
** LOAN DEBIT **		
T/C :14	NSN :5820-00-591-0538 _	QTY :1
	CONTROL NB :4175	U/I :EA
EXPLANATION : AN EXPLANATION AS TO THE CIRCUMSTANCES OR REASONS FOR_____		
PROCESSING OF THIS ADJUSTMENT CAN BE PLACED IN THIS AREA.____		
THE EXPLANATION CAN BE 4 LINES, 50 CHARACTERS PER_____		
LINE._____		
PRESS ENTER TO PROCESS TRANSACTION OR		
ENTER OPTIONS :__		
1 - SELECT FAST PATH EXIT		
9 - EXIT TO ADJUSTMENT MAIN MENU		
99 - EXIT TO INVENTORY MANAGEMENT MENU		

**FIGURE 26**

When the user selects OPTION <14>, <15>, <16> or <17> from the **ADJUSTMENT SELECTION MENU - ADJ001**, (Pg. 13) the program displays a LOAN DEBIT - ADJ014 screen (T/C 14) as shown above; LOAN CREDIT - ADJ029 screen (T/C 29); see above, BORROWED DEBIT screen (T/C 15); or BORROWED CREDIT - ADJ030 screen (T/C 30); for processing these transactions.

**NOTE** : Both the BORROWED or LOAN screens are similar in appearance and have the same input requirements, therefore only the **ADJ014**, (Pg. 66) is shown.

Reversals are not permitted for these transactions. A Borrowed or Loaned CONTROL NUMBER must be entered. All required data must be entered or an error message will appear on the top left of the screen. See **ERROR MESSAGES EXAMPLE - INV001**, (Pg. 87).

The EXPLANATION field allows four lines (50 characters per line) of text for entering a reason or justification for the Adjustment. This field wraps text. To avoid the splitting of words, use <F9> or [TAB] to move to the next line.

**NOTE** : If the user chooses to disregard the data and exit this screen before processing the transaction, the following options are available. Input OPTION NUMBER and press **[ENTER]**.

OPTION <1> **SELECT FAST PATH EXIT** and proceed to another transaction or function.

OPTION <9> **EXIT TO ADJUSTMENT MAIN MENU - ADJ001**, (Pg. 13).

OPTION <99> **EXIT TO LIS INVENTORY MANAGEMENT MAIN MENU - INV001**, (Pg. 10).

**NOTE** : If printer has a narrow carriage, set printer for compressed output.

After all required data is input, press **[ENTER]**. If no errors are encountered from data entry, the FAST-PATH window appears stating:

**TRANSACTION PLACED ON THE QUEUE AWAITING APPROVAL**

The **LIS / Adjustment Document - LGJ325**, (Pg. 70), is generated automatically. If print fails, refer to **REPRINT OF LIS / ADJUSTMENT DOCUMENT - QUE001**, (Pg. 87).

The LIS / Adjustment Document requires management approval. After approval, the user needs to proceed to the Queue Management function for further processing. Refer to the **QUEUE MANAGEMENT USER GUIDE** .

### 3.21 SUPPORT INVENTORY ADJUSTMENT DOCUMENT - LOANED DEBIT, LOANED CREDIT, BORROWED DEBIT, BORROWED CREDIT - LGJ325

After completion of an **ADJ014**, (Pg. 66) ADJ029, ADJ015, or ADJ030, data entry screen, press **[ENTER]**. The program will generate an the **LIS / Adjustment Document - LGJ325**, (Pg. 70) shown in Figure 27. This document has five parts. The first part is the "header block" showing the DOCUMENT NUMBER, the DATE and TIME the document was produced, the TYPE of Adjustment, the INVENTORY MANAGER of the item being adjusted, and the machine generated ADJUSTMENT VOUCHER NUMBER, and TRANSACTION TRACKING NUMBER.

The second part is the "data block" showing the TRANSACTION CODE, the NSN and DESCRIPTION of the item being adjusted, the QUANTITY, CONTROL NUMBER, AGREEMENT NUMBER, and the NET ADJUSTMENT of the transaction being processed.



The third part is the "text block" containing the text of the EXPLANATION or reason for the Adjustment

FEDERAL AVIATION ADMINISTRATION		DOCUMENT NBR :LGJ325	
LIS / ADJUSTMENT DOCUMENT		DATE :10/03/90 10:17	
		TRANSACTION TRACKING NBR :901640742	
		SUPPORT INVENTORY ADJUSTMENT INVENTORY MANAGER :32	
		ADJUSTMENT VOUCHER NBR :93634002	
CONTROL			
<u>T/C</u>	<u>NSN</u>	<u>QTY</u>	<u>NBR</u>
14	5820-00-591-0538	1	4175
XMT 522-8914-004			
NET ADJUSTMENT :3500.00 (CR)			
EXPLANATION	:A EXPLANATION AS TO THE CIRCUMSTANCES REGARDING THE _____		
	PROCESSING OF THIS ADJUSTMENT CAN BE PLACED IN THIS AREA.____		
	THE EXPLANATION CAN BE 4 LINES, 50 CHARACTERS PER_____		
	LINE._____		
CURRENT MASTER INVENTORY RECORD DATA			
NSN: 5820-00-591-0538			
TOTAL ON HAND QTY	:8	UNIT OF ISSUE	:EA
SERVICEABLE QTY	:6	CATEGORY ACCOUNT	:65
REPARABLE QTY	:2	UNIT PRICE	:3500.00
SURVEY QTY	:	TYPE CODE	:1
DUE IN FACILITY QTY:		MANAGEMENT CODE	:9
INVENTORY IN SHOPS :		CURRENT STATUS	:
BORROWED-QTY	:		
LOANED-QTY	:		
PREPARED BY	: _____	APPROVED BY	: _____
DATE PREPARED	: _____	DATE APPROVED:	_____

**FIGURE 27**

The fourth part of the **LIS / Adjustment Document - LGJ325**, (Pg 70) is the "CURRENT MASTER INVENTORY RECORD DATA block". Figure 27 shows the Master Inventory Record Data as it appears before the item is adjusted.

**NOTE** : A complete view of Master Inventory Record Data can be obtained online by selecting OPTION NUMBER for the INQUIRIES MENU from the **LIS MAIN MENU - INV001** (Pg 11) or selecting the INQ OPTION <11> from the FAST-PATH feature.

The fifth part is the "management approval block" for the signatures of the user processing the Adjustment and of the approving authority. Approved Adjustment transactions must be processed from the Queue Management.

**NOTE** : If the print fails, or the document needs to be reprinted, refer to **REPRINT OF LIS / ADJUSTMENT DOCUMENT , QUE001**, (Pg. 87).

### 3.22 UNIT PRICE CHANGE - ADJ031

```
10/03/90                LIS/ADJUSTMENT PROCESSING                ADJ031
                        ** INVENTORY UNIT PRICE CHANGE (31 - CREDIT) **
T/C :31                NSN :5820-00-591-5389 _                U/I :EA
                        NEW STANDARD UNIT PRICE :4100.00                TYPE PRICE CD :4
EXPLANATION : AN EXPLANATION AS TO THE CIRCUMSTANCES OR REASONS FOR_____
                PROCESSING OF THIS ADJUSTMENT CAN BE PLACED IN THIS AREA.____
                THE EXPLANATION CAN BE 4 LINES, 50 CHARACTERS PER_____
                LINE_____
                PRESS ENTER TO PROCESS TRANSACTION OR
                ENTER OPTIONS: ____
                1 - SELECT FAST PATH EXIT
                9 - EXIT TO ADJUSTMENT MAIN MENU
                99 - EXIT TO INVENTORY MANAGEMENT MENU
```

**FIGURE 28**

When the user selects OPTION <18> from **ADJ001**, (Pg. 10) the program displays screen ADJ031 shown in Figure 28 with the TRANSACTION CODE 31 for processing a Unit Price Change. Reversals are not permitted for this transaction. All required data must be entered or an error message will appear on the top left of the screen.

The EXPLANATION field allows four lines (50 characters per line) of text for entering a reason or justification for the Adjustment. This text will appear on the LIS / Adjustment Document. This field wraps text. To avoid the splitting of words, use <F9> or [TAB] to move to the next line.

**NOTE** : If the user chooses to disregard the data and exit this screen before processing the transaction, the following options are available. Input OPTION NUMBER and press **[ENTER]**.

OPTION <1>     **SELECT FAST PATH EXIT** and proceed to another transaction or function.

OPTION <9>     **EXIT TO ADJUSTMENT MAIN MENU** - **ADJ001** , (Pg. 13).

OPTION <99>   **EXIT TO LIS INVENTORY MANAGEMENT MAIN MENU** - **INV001** , (Pg. 10).

**NOTE** : If printer has a narrow carriage, set printer for compressed output.

After all required data is input, press **[ENTER]**. If no errors are encountered from data entry, the FAST-PATH window appears stating:

### **TRANSACTION PLACED ON THE QUEUE AWAITING APPROVAL**

The **LIS / Adjustment Document** - **LGJ350** , (Pg. 75), is generated automatically. If print fails, refer to **REPRINT OF LIS / ADJUSTMENT DOCUMENT** , **QUE001** , (Pg. 87).

The **LIS / Adjustment Document** requires management approval. After approval, the user needs to proceed to the Queue Management function for further processing. Refer to the **QUEUE MANAGEMENT USER GUIDE** .

### 3.23 UNIT PRICE CHANGE DOCUMENT - LGJ350

After completion of the **ADJ031** (Pg. 72) data entry screen, press **[ENTER]** and an **LIS / Adjustment Document - LGJ350**, (Pg. 75) shown in Figure 29, will be generated. This document has five parts. The first part is the "header block" showing the DOCUMENT NUMBER, the DATE and TIME the document was produced, the TYPE of Adjustment, the INVENTORY MANAGER of the item being adjusted, and the machine generated ADJUSTMENT VOUCHER NUMBER.

The second part is the "data block" showing the TRANSACTION CODE, the NSN and DESCRIPTION of the item being adjusted, NEW STD PRICE, the TYPE PRICE CODE, and the NET ADJUSTMENT of the transaction being processed.

The third part is the "text block" containing the text of the EXPLANATION or reason for the Adjustment.

FEDERAL AVIATION ADMINISTRATION		DOCUMENT NBR :LGJ350	
LIS / ADJUSTMENT DOCUMENT		DATE :10/03/90 10:17	
		TRANSACTION TRACKING NBR :901640927	
		UNIT PRICE CHANGE INVENTORY MANAGER :32	
		ADJUSTMENT VOUCHER NBR :93634002	
	NEW	TYPE	
	STD	PRICE	
<u>T/C</u>	<u>NSN</u>	<u>PRICE</u>	<u>CODE</u>
31	5820-00-591-0538	4100.00	4
	XMT 522-8914-004		
NET ADJUSTMENT :4800.00 (DR)			
EXPLANATION : A EXPLANATION AS TO THE CIRCUMSTANCES REGARDING THE_____			
PROCESSING OF THIS ADJUSTMENT CAN BE PLACED IN THIS AREA.____			
THE EXPLANATION CAN BE 4 LINES, 50 CHARACTERS PER_____			
LINE_____			
CURRENT MASTER INVENTORY RECORD DATA			
NSN :5820-00-591-0538			
TOTAL ON HAND QTY	:8	UNIT OF ISSUE	:EA
SERVICEABLE QTY	:6	CATEGORY ACCOUNT	:65
REPARABLE QTY	:2	UNIT PRICE	:3500.00
SURVEY QTY	:	TYPE CODE	:1
DUE IN FACILITY QTY:		MANAGEMENT CODE	:9
INVENTORY IN SHOPS :		CURRENT STATUS	:
BORROWED-QTY	:		
LOANED-QTY	:		
PREPARED BY	:_____	APPROVED BY	:_____
DATE PREPARED	:_____	DATE APPROVED	:_____

FIGURE 29

The fourth part of **LIS / Adjustment Document - LGJ350** (Pg. 75) is the "CURRENT MASTER INVENTORY RECORD DATA block". Figure 29, **LGJ350**, (Pg. 75) shows the Master Inventory Record Data as it appears before the item is adjusted.

**NOTE** : A complete view of Master Inventory Record Data can be obtained online by selecting OPTION NUMBER for the INQUIRIES MENU from the **LIS MAIN MENU - INV001** (Pg. 10) or selecting the INQ OPTION <11> from the FAST-PATH feature.

The fifth part of the **LIS / Adjustment Document - LGJ350** (Pg. 75) is the "management approval block" for the signatures of the user processing the Adjustment, and of the approving authority.

**NOTE** : If the print fails, or the document needs to be reprinted, refer to **REPRINT OF LIS / ADJUSTMENT DOCUMENT , QUE001** , (Pg. 87).

### 3.24 UNIT OF ISSUE CHANGE - ADJ020

```
10/03/90                LIS/ADJUSTMENT PROCESSING                ADJ020
                        ** UNIT OF ISSUE CHANGE **
T/C :20                 NSN :1620-00-309-1463 _
                        OLD U/I :DZ                 NEW U/I :SE
                        ACTION :2                   ADJ FAC :12
EXPLANATION : AN EXPLANATION AS TO THE CIRCUMSTANCES OR REASONS FOR_____
                PROCESSING OF THIS ADJUSTMENT CAN BE PLACED IN THIS AREA.____
                THE EXPLANATION CAN BE 4 LINES, 50 CHARACTERS PER_____
                LINE_____
                PRESS ENTER TO PROCESS TRANSACTION OR
                ENTER OPTIONS: ____
                1 - SELECT FAST PATH EXIT
                9 - EXIT TO ADJUSTMENT MAIN MENU
                99 - EXIT TO INVENTORY MANAGEMENT MENU
```

**FIGURE 30**

When the user selects OPTION <19> from the **ADJUSTMENT SELECTION MENU - ADJ001**, (Pg. 13) the program displays screen ADJ020 shown in Figure 30 with TRANSACTION CODE 20 for processing a Unit Price Change. Reversals are not permitted for this transaction.



ACTION CODS (ACTION) and ADJUSTMENT FACTORS (ADJ FAC) are required to complete this transaction. Valid ACTIONS are:

1 = Multiply

2 = Divide

3 = No Change

An ADJ FAC is used to perform the mathematical adjustment of a record. For example, to change a UNIT OF ISSUE from DZ to SE, an ACTION CODE of <1> (multiply) and ADJUSTMENT FACTOR of <6> would convert “1 DZ” to “6 SE” of 2 each.

All required data must be entered or an error message will appear on the upper left corner of the screen.

The EXPLANATION field allows four lines (50 characters per line) of text for entering a reason or justification for the Adjustment. This field wraps text. To avoid the splitting of words, use <F9> or [TAB] to move to the next line.

**NOTE** : This Adjustment is not required for Unit of Issue Changes.

**NOTE** : If the user chooses to disregard the data and exit this screen before processing the transaction, the following options are available. Input OPTION NUMBER and press **[ENTER]**.

OPTION <1>     **SELECT FAST PATH EXIT** and proceed to another transaction or function.

OPTION <9>     **EXIT TO ADJUSTMENT MAIN MENU** - **ADJ001** , (Pg 13).

OPTION <99>   **EXIT TO LIS INVENTORY MANAGEMENT MAIN MENU** - **INV001** , (Pg. 10).

**NOTE** : If printer has a narrow carriage, set printer for compressed output.

After all required data is input, press **[ENTER]**. If no errors are encountered from data entry, the FAST-PATH window appears stating:

#### **TRANSACTION PLACED ON THE QUEUE AWAITING APPROVAL**

The **LIS / Adjustment Document** - **LGJ340** , (Pg. 81), is generated automatically. If print fails, refer to **REPRINT OF LIS / ADJUSTMENT DOCUMENT** - **QUE001** , (Pg. 87).

The **LIS / Adjustment Document** requires management approval. After approval, the user needs to proceed to the Queue Management function for further processing. Refer to the **QUEUE MANAGEMENT USER GUIDE** .

### 3.25 UNIT OF ISSUE CHANGE DOCUMENT - LGJ340

After completion of the **ADJ031**, (Pg. 72) data entry screen, press **[ENTER]** and **LIS / Adjustment Document - LGJ340**, (Pg. 81) shown in Figure 31, will be displayed. This document has five parts. The first part is the "header block" showing the DOCUMENT NUMBER, the DATE and TIME the document was produced, the TYPE of Adjustment, the INVENTORY MANAGER of the item being adjusted, and the machine generated ADJUSTMENT VOUCHER NUMBER.

The second part is the "data block" showing the TRANSACTION CODE, the NSN and DESCRIPTION of the item being adjusted, the NEW UNIT OF ISSUE, ADJUST FACTOR and ACTION CODE of the transaction being processed.

The third part is the "text block" containing the text of the EXPLANATION or reason for the Adjustment

FEDERAL AVIATION ADMINISTRATION		DOCUMENT NBR : LGJ340		
LIS / ADJUSTMENT DOCUMENT		DATE : 10/03/90 10:17		
		TRANSACTION TRACKING NBR : 901640223		
		UNIT OF ISSUE CHANGE INVENTORY MANAGER : 05		
		ADJUSTMENT VOUCHER NBR : 00714025		

<u>T/C</u>	<u>NSN</u>	<u>NEW</u>	<u>ADJUST</u>	<u>ACTION</u>
20	1620-00-309-1463	<u>U/I</u>	<u>FACTOR</u>	<u>CODE</u>
	NUT 528066	DZ	12	2

1 = MULTIPLY  
 2 = DIVIDE  
 3 = NO CHANGE

EXPLANATION : A EXPLANATION AS TO THE CIRCUMSTANCES REGARDING THE \_\_\_\_\_  
 PROCESSING OF THIS ADJUSTMENT CAN BE PLACED IN THIS AREA. \_\_\_\_\_  
 THE EXPLANATION CAN BE 4 LINES, 50 CHARACTERS PER \_\_\_\_\_  
 LINE. \_\_\_\_\_

CURRENT MASTER INVENTORY RECORD DATA

TOTAL ON HAND QTY : 24	UNIT OF ISSUE : EA
SERVICEABLE QTY : 24	CATEGORY ACCOUNT : 65
REPARABLE QTY :	UNIT PRICE : 26.70
SURVEY QTY :	TYPE CODE : 1
DUE IN FACILITY QTY :	MANAGEMENT CODE : 9
INVENTORY IN SHOPS :	CURRENT STATUS :
BORROWED-QTY :	
LOANED-QTY :	

PREPARED BY : _____	APPROVED BY : _____
DATE PREPARED : _____	DATE APPROVED : _____

**FIGURE 31**

The fourth part of **LIS / Adjustment Document - LGJ340** (Pg. 81) is the "CURRENT MASTER INVENTORY RECORD DATA block". Figure 31 shows the Master Inventory Record Data as it appears before the item is adjusted.

**NOTE** : A complete view of Master Inventory Record Data can be obtained online by selecting OPTION NUMBER for the INQUIRIES MENU from the **LIS MAIN MENU - INV001** (Pg 12) or selecting the INQ OPTION <11> from the FAST-PATH feature.

The fifth part of the **LIS / Adjustment Document - LGJ340** (Pg. 81) is the "management approval block" for the signatures of the user processing the Adjustment and of the approving authority. Approved Adjustment transactions must be processed from the Queue Management

**NOTE** : If the print fails, or the document needs to be reprinted, refer to **REPRINT OF LIS / ADJUSTMENT DOCUMENT - QUE001** (Pg. 87).

## 4.0 SPECIAL FEATURES AND APPLICATIONS

### 4.1 ERROR MESSAGE - EXAMPLE

```
NO RECORD FOUND FOR THIS NSN
10/30/90                LIS / INVENTORY MANAGEMENT                INV001
                        ** MAIN MENU **

1 - ISSUES MENU
2 - RECEIPTS MENU
3 - ADJUSTMENTS MENU
4 - FIELD/FILE MAINTENANCE MENU
5 - QUEUE MANAGEMENT MENU
6 - INQUIRIES MENU
7 - ESTABLISH ADVANCE DUE-IN/DUE-IN MENU
8 - AUTOMATED PROCUREMENT MENU
9 - WAREHOUSE LOCATOR LABELS
99 - EXIT TO LIS MAIN MENU

      ENTER OPTION: ___
      TRANS-CD/MOD :10 _
      NSN/SUFFIX  :*5985 01 217 3162 _
      VOUCHER-NBR: _____
      CONTROL-NBR: _____
```

**FIGURE 32**

An error message will appear in the upper left corner of the screen when invalid data is input. The error message will display information for the course of action. The cursor will be positioned at the first invalid field on the screen.

In Figure 32, **INV001**, (Pg. 83) the cursor is located at the point of the asterisk (\*) for a check of the NSN.

If additional fields are invalid, the messages will continue to the cursor will relocate until all fields are valid.

The user may choose to void the data and exit the screen before processing the transaction. Input the following OPTION

OPTION <99>    **EXIT TO INVENTORY MANAGEMENT MAIN MENU - INV001**,  
(Pg. 10).

Some screens offer other exit OPTIONS which may be used.

## 4.2 FIELD DEFINITION FEATURE

### Field Definition Window

10/03/90	LIS/TRANSACTION PROCESSING	ADJ018
** TRANSFER BETWEEN CATEGORY/ACCOUNT **		
<div><div>NSN</div><div>NATIONAL STOCK NUMBER ASSIGNED FOR CONTROL PURPOSES TO IDENTIFY ITEMS OF SUPPLY. CONSISTS OF 4-DIGIT FEDERAL SUPPLY CLASSIFICATION (FSC), 2-DIGIT NATO COUNTRY CODE, AND A 7-DIGIT NONSIGNIFICANT SERIAL NUMBER, (THE LAST 9-DIGITS COMPRISE THE NIIN).</div></div>		
SELECT OPTION: ____		
1 - SELECT FAST PATH		
9 - EXIT TO RECEIPTS MENU		
9 - EXIT TO INVENTORY MANAGEMENT MENU		

**FIGURE 33**

FIELD DEFINITION is a feature of this function. It allows the user to obtain the definition for a specific data field. It is available on all data entry fields. If a data field is required and the user is not sure what data to input, this feature is beneficial.



When a definition is desired, enter a question mark <?> in the first position of the data field. Press **[ENTER]**. A window will be displayed on the screen with a definition of the data field selected.

After viewing the information, press **[ENTER]** and the original screen will return and processing can continue.

#### 4.3 REPRINT OF LIS / ADJUSTMENT DOCUMENT - QUEUE MANAGEMENT - SUPPLY MANAGEMENT MAIN MENU - QUE001

If the printer fails, the user can reprint the **LIS / Adjustment Document** from the Queue Management function. select OPTION <12> from the FAST-PATH window to display the **LIS / QUEUE MANAGEMENT - SUPPLY MANAGEMENT MAIN MENU - QUE001** - (Pg 87).

## LIS / QUEUE MANAGEMENT - SUPPLY MANAGEMENT MAIN MENU - QUE001.

06/25/90	LIS / QUEUE MANAGEMENT	QUE001
** SUPPLY MANAGEMENT MAIN MENU **		
NAME : JONES, JOHN		
PRIORITY:	-1-   -2-   -3-   -4-   -5-   -A-   -C-   -D-   -F-   -G-   -H-	
	*   1   4   1   *   *   *   *   *   *   *	
	**   1   *   *	
	***   6   5   ***	
2	1 - ISSUE EXCEPTIONS	8 8 - INFORMATION NOTICES
4	2 - ADJUSTMENT EXCEPTIONS	9 - REQUEST FOR CANCELLATION
7	3 - FILE MAINT EXCEPTIONS	10 - INVALID ITEM MGR EXCEPTIONS
	4 - RECEIPT EXCEPTIONS	11 - INQUIRIES MENU
	5 - NON-CATALOG/NO RECORD	19 - EXIT TO NON-CAT RESEARCH MENU
	6 - ADI/DI EXCEPTIONS	29 - SELECT FAST PATH EXIT
3	7 - ADJUSTMENTS PENDING APPROVAL	99 - EXIT TO INVENTORY MGT MENU
ENTER OPTION : <u>7</u>		* = CRITICAL
		** = LESS CRITICAL
		*** = NON CATALOG
OPTION 1,5   ENTER PRIORITY-CE : <u>1</u>		
OPTION 1,9   ENTER ITEM-MGR : <u>05</u>		

**FIGURE 34**

Option <7> from this menu will access **ADJUSTMENTS PENDING APPROVAL - QUE120**, (Pg. 88) Selection Screen.

The ITEM MANAGER NUMBER is required.

The number preceding the OPTION NUMBER indicates the number of items for each exception.

**NOTE :** The user can choose to disregard the data and exit the screen before processing transaction. Input one of the following **OPTIONS**.

**OPTION <29>    SELECT FAST PATH EXIT**

**OPTION <99>    EXIT TO INVENTORY MANAGEMENT MENU**

### ADJUSTMENT PENDING APPROVAL - QUE120

10/03/90				LIS / QUEUE MANAGEMENT						QUE120	
** ADJUSTMENT PENDING APPROVAL **											
<u>ACT</u>	<u>NSN</u>				<u>QUANTITY</u>	<u>U/I</u>	<u>COND</u>	<u>TC/M</u>	<u>VOUCHER NBR</u>	<u>TRACK NBR</u>	<u>DAYS</u>
M	5835	01	122	9530	1		R	12	90464005	893460012	10
-	5975	00	655	2767				18	90464006	893460013	10
-	6140	01	203	4912	2			19A	90464016	893460025	10
										** END **	
ACTION CODES :P TO PROCESS, D TO DISCARD, M TO MODIFY/INQUIRE, R TO ROUTE											
PRESS ENTER TO CONTINUE						1 - REPEAT DISPLAY FROM TOP					
OR						99 - EXIT TO QUEUE MANAGEMENT MAIN MENU					
ENTER OPTION :__											

**FIGURE 35**

Option <7> from the LIS / Queue Management - **SUPPLY MANAGEMENT MAIN MENU - QUE001**, (Pg.89) will display the adjustment pending approval - QUE120, see above.

Input **OPTION <M>** (Modify/inquire) in the data entry field preceding the NSN of the LIS / Adjustment Document that will be printed. A detail screen of the Adjustment Document that will be printed.

A detail screen of the Adjustment requested will be displayed.

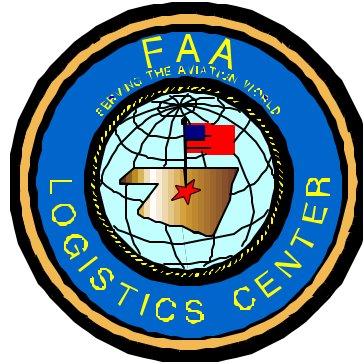
```

      ADJUSTMENT DOCUMENT MODIFY / INQUIRE - EXAMPLE
10/03/90      LIS / QUEUE MANAGEMENT      QUE366
      **  ROTABLE DUE IN FACILITY PENDING APPROVAL  **
ADJ - T/C :12      NSN :5835 01 122 9530_      QTY :1 U/I :EA
ORIG - T/C :80      CONTROL-NBR :93464005      AGRMT-NBR :_____
CONDO-CD :R      DUE-IN(MMDDYY) :011191      SSC :7694203CT
      ACTION(A=ADD,M=NODIFY :A
EXPLANATION :AN EXPLANATION AS TO THE CIRCUMSTANCES OR REASONS FOR_____
      PROCESSING OF THIS ADJUSTMENT CAN BE PLACED IN THIS AREA._
      THE EXPLANATION CAN BE 4 LINE, 50 CHARACTERS PER_____
      LINE._____
      PRESS ENTER TO MODIFY AND PRINT OR
      ENTER OPTION :20
1 - DISCARD TRANSACTION      20 - PRINT ADJUSTMENT
10 - SELECT NEXT RECORD      99 - EXIT TO QUEUE MGT MAIN MENU
```

**FIGURE 36**

Input OPTION <20> PRINT ADJUSTMENT, in the OPTION FIELD of the detail screen to reprint the LIS / Adjustment Document.

**NOTE** : If the printer has a narrow carriage, set printer for compressed print.



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